MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR

ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: FEBRUARY 5, 2025

SUBJECT: | GRANT MODIFICATION: MULTIPLE GRANTEES (NON-PROFIT) FOR

PROVISION OF NUTRITION SERVICES

GRANT TERM: Please see tables on pages 3-6

GRANT Please see tables on pages 3-6

AMOUNT:

FUNDING County State Federal Contingency Total

SOURCE: \$7,476,818 \$169,928 \$9,346,023 \$1,699,278 \$18,692,047

PERCENTAGE: 44% 1% 55% 100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreements with multiple providers for the period of February 1, 2025 through June 30, 2025, in the additional amount of \$1,081,771 plus a 10% contingency for a revised total amount not to exceed \$18,692,047. The purpose of these modifications is to provide additional funding to community-based organizations' nutrition grants, enabling them to effectively meet the increasing need for nutrition support in the community. Additionally, the modifications include funding for a one-time only allocation and the FY 2024-25 Cost of Doing Business (CODB) adjustment.

Background

DAS is a state-designated Area Agency on Aging (AAA) under the federal Older Americans Act (OAA) of 1965, as amended. As an Area Agency on Aging, DAS provides vital community-based nutrition services that promote the health, independence, and well-being of older adults and adults with disabilities living in the City and County of San Francisco. DAS nutrition services are crucial in addressing nutrition insecurity for older adults and adults with disabilities by providing consistent and reliable access to healthy, safe, and affordable food.



The nutrition services programming provided by DAS is supported through federal and state funding DAS receives as an Area Agency on Aging, and by local government funding.

Utilizing the savings from the dignity fund in FY 2023-24, DAS is allocating one-time only funds to community partners who are providing services above their current contracted service levels. The funding allocation is based on the nutrition partners' service level projections for this fiscal year, as well as the priorities outlined in DAS's Area Plan and the 2022 Dignity Fund Community Needs Assessment.

Services to be Provided

Grantees will provide one or more of the following culturally responsive nutrition services: congregate nutrition services or home-delivered nutrition services.

Grantees will provide services in accordance with nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, California Department of Aging, and DAS Office of Community Partnerships (OCP). Grantees will adhere to nutritional standards by incorporating the Dietary Guidelines for Americans.

Congregate Nutrition Services:

Grantees provide meals at a congregate dining site. Grantee may also offer meals to-go but may not offer to-go meals exclusively. These meals may include breakfast, lunch, and/or dinner meals. Grantees screen participants for food security and nutrition risk. Grantees provide nutrition education and access to other DAS services. Congregate nutrition service programming also gives participants the opportunity to contribute to the meal cost.

Nutrition Compliance and Quality Assurance (NCQA): NCQA is a required component of congregate nutrition services. NCQA includes quarterly monitoring of a grantee's food service production and meal service to ensure compliance with state and local food safety and sanitation requirements. NCQA also includes nutrition education, in-service training, and nutrition counseling.

Home-Delivered Meal (HDM) Nutrition Services:

Grantees deliver meals to eligible individuals living in San Francisco. HDM nutrition services also include an initial home-delivered meal assessment, an annual comprehensive assessment, and quarterly re-assessments of the participant. Meals may be hot, chilled, or frozen. The type of meal and quantity delivered to participants depends on their unique needs as determined by the assessments. Grantees provide nutrition education and access to other DAS services. HDM nutrition service programming also gives participants the opportunity to contribute to the meal cost.

Nutrition Compliance and Quality Assurance (NCQA): NCQA is a required component of HDM nutrition services. NCQA includes quarterly monitoring of a grantee's food service production and meal delivery to ensure compliance with state and local food safety and sanitation requirements. NCQA also includes nutrition education, in-service training, and home-delivered meal assessments.

Modification

Please refer to the Appendix A and budgets for each of the grantees for more details.

<u>Bayview Hunters Point Multipurpose Senior Services – Adults with Disabilities (AWD)</u> <u>Congregate Nutrition Services</u>

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$205,392	\$228,837	\$312,457	\$231,745	\$978,431
Modification				\$99,694	\$99,694
Revised	\$205,392	\$228,837	\$312,457	\$331,439	\$1,078,125
	\$107,813				
Not-to-Exceed					\$1,185,938

<u>Centro Latino de San Francisco – Adults with Disabilities (AWD) Congregate Nutrition Services</u>

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$195,548	\$240,483	\$259,426	\$259,426	\$954,883
Modification				\$149,902	\$149,902
Revised	\$195,548	\$240,483	\$259,426	\$409,328	\$1,104,785
	\$110,479				
	\$1,215,264				

On Lok - Congregate Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$790,199	\$614,413	\$816,590	\$693,849	\$2,915,051
Modification				\$368,016	\$368,016
Revised	\$790,199	\$614,413	\$816,590	\$1,061,865	\$3,283,067
	\$328,307				
Not-to-Exceed					\$3,611,374

Self-Help for the Elderly - Home-Delivered Meal Nutrition Services for Older Adults*

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$2,473,499	\$3,048,613	\$2,780,381	\$2,760,140	\$11,062,633
Modification				\$464,159	\$464,159
Revised	\$2,473,499	\$3,048,613	\$2,780,381	\$3,224,299	\$11,526,792
	\$1,152,679				
	\$12,679,471				

Total

	Modification	Revised	Contingency	Not-to- Exceed
Bayview Hunters Point Multipurpose Senior Services – Adult with Disabilities (AWD) Congregate Nutrition Services	\$99,694	\$1,078,125	\$107,813	\$1,185,938
Centro Latino de San Francisco – Adult with Disabilities (AWD) Congregate Nutrition Services	\$149,902	\$1,104,785	\$110,479	\$1,215,264
On Lok – Congregate Nutrition Services for Older Adults	\$368,016	\$3,283,067	\$328,307	\$3,611,374
Self-Help for the Elderly - Home- Delivered Meal Nutrition Services for Older Adults	\$464,159	\$11,526,792	\$1,152,679	\$12,679,471
Total	\$1,081,771	\$16,992,769	\$1,699,278	\$18,692,047

Selection

Grantees were selected through RFP #920 issued in March 2021.

Funding

Funding for the Nutrition Services grants is provided through a combination of Federal, State, and County General Funds.

ATTACHMENTS

<u>Bayview Hunters Point Multipurpose Senior Services – Adult with Disabilities (AWD)</u> <u>Congregate Nutrition Services</u>

- Appendix A-3, Services to be Provided
- Appendix B-3, Budget
- Appendix F-1-Stie Chart

Centro Latino de San Francisco – Adult with Disabilities (AWD) Congregate Nutrition

Services

- Appendix A-4, Services to be Provided
- Appendix B-4, Budget
- Appendix F-1, Site Chart

On Lok – Congregate Nutrition Services for Older Adults

- Appendix A-2, Services to be Provided
- Appendix B-2, Budget
- Appendix F-1-Site Chart

Self-Help for the Elderly - Home-Delivered Meal Nutrition Services for Older Adults

- Appendix A-4, Services to be Provided
- Appendix B-4, Budget
- Appendix F1-Site Chart

Appendix A-3 - Services to be Provided Bayview Hunters Point Multipurpose Senior Services

Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025 Modification Date: February 5, 2025

I. Purpose

The purpose of this grant is to provide congregate nutrition services for adults with disabilities living in the City and County of San Francisco. Congregate nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition, and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Bayview Hunters Point Multipurpose Senior Services (BHMPSS)
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.

Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.					
Limited English- Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.					
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.					
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)					
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.					
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)					

Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <u>Dietary Guidelines</u> for Americans (DGA) and provide a minimum of one-third of the <u>Dietary Reference Intakes</u> (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
SF-HSA	Human Services Agency of the City and County of San Francisco.

Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
To-Go Meal	A meal provided by the congregate nutrition service grantee that is picked up or delivered and consumed off-site by an eligible consumer.
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in SF DAS GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

- 1. A person who is an adult with a disability.
- 2. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age. A spouse or domestic partner is as defined by law and/or as in chapter 12B of the San Francisco Administrative Code.

V. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
- 2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - a. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - b. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - c. Annual nutrition screenings for each consumer and documentation of individual responses in SF DAS GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee may provide to-go meals for adults with disabilities through their congregate nutrition service program. To-go meals may only be provided as an additional service option for consumers. The grantee may not replace the conventional style of congregate nutrition services (i.e., meals consumed on site and in a group setting) with a to-go meal service model exclusively.
- 4. Grantee may offer planned person-to-person interactions for consumers receiving to-go meals however, these interactions are not required to provide to-go meals. The availability of person-to-person interactions and a consumer's decision to participate will determine how the grantee reports the meal to DAS and in SF DAS GetCare. The grantee may provide to-go meals using one of the following models of service:
 - a. The to-go meal is picked up by a consumer, designated proxy, or the grantee delivers it to the consumer. The meal is consumed off-site, and the grantee organizes in-person or virtual interaction for the consumer receiving the to-go meal on the day the meal is intended for consumption. The grantee must document and track the consumer's intent to participate in the organized activity. The grantee is not responsible for ensuring that the consumer attends the organized activity. If a consumer declines participation in the grantee's organized activity all the time or most of the time (e.g., three out of five days or four out of seven days), additional documentation is required and described in number five (5) below.
 - b. The to-go meal is picked up by a consumer, designated proxy, or the grantee delivers it to the consumer. The meal is consumed off-site, and the grantee

does not organize in-person or virtual interaction for the consumer receiving the to-go meal on the day the meal is intended for consumption. This service model also requires the additional documentation described in number five (5) below.

- c. The grantee's provision of to-go meals uses service model 4a. and 4b.
- 5. The additional documentation required if the grantee provides to-go meals without offering person to person interactions or if the consumer declines participation in the grantee's organized activity all the time or most of the time is the following:
 - a. The grantee will conduct an initial assessment that confirms a consumer's need for to-go meals without organized in-person or virtual interaction by reason of illness or disability, or otherwise isolated. The term "otherwise isolated" may be interpreted as isolation related to not being comfortable with dining in a group setting. The initial assessment must be completed within two (2) weeks from the start of service. The initial assessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the initial assessment must be completed in the consumer's home by the grantee.
 - b. The grantee will conduct quarterly reassessments that confirm a consumer's continued need for to-go meals without organized in-person or virtual interaction. The quarterly reassessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the grantee must complete quarterly reassessments in the consumer's home every other quarter. (i.e., initial assessment conducted in the home; quarter 2 reassessment over the phone; quarter 3 reassessment conducted in the home, quarter 4 reassessment over the phone, etc.).
- 6. Grantee will provide consumers who receive to-go meals the following information, at minimum: safe food handling instructions for the meal, reheating instructions if applicable, voluntary contribution policy and collection procedures, grievance policy, and information on how to request assistance, if needed. If the meals are delivered, the grantee will provide a meal delivery schedule and a copy of the approved cycle menu.
- 7. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 8. Grantee shall serve and package meals in compliance with the City's Food Service Waste Reduction Ordinance (2007) and Single-Use Foodware Plastics Toxics and Litter Reduction Ordinance (2019).
- 9. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - a. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding

- menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
- b. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
- c. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
- d. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
- e. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
- f. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- g. Provide in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- h. If to-go meals are delivered by the grantee the following additional NCQA activities are required:
 - i. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document and keep on file the temperatures for quarterly review by a registered dietitian (RD).

- ii. Monitor the food safety and sanitation of the home-delivered meal routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each home-delivered meal route, at minimum, two (2) times per year.
- 10. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 11. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 12. Grantee will ensure there is enough qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
- 13. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 14. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services
- 15. Grantee will have knowledge of the DAS Benefits and Resource Hub services and will make referrals based on clients' needs.

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of				
Unduplicated				
Consumers				
(UDC)	240	150	150	150
Modification 1	0	0	0	0

Revised	240	150	150	150
Modification 2		+35	+35	+35
Revised		185	185	185
Modification 3		0	0	0
Revised		185	185	185
Modification 4			+15	+10
Revised			200	195
Modification 5			+10	0
Revised			210	195
Modification 6				+55
Revised				250
Number of Meals				
(UOS)	22,397	9,972	9,972	9,972
Modification 1	+1,000	0	0	0
Revised	23,397	9,972	9,972	9,972
Modification 2		+12,095	+12,095	+12,095
Revised		22,067	22,067	22,067
Modification 3		2,000	0	0
Revised		24,067	22,067	22,067
Modification 4			+10,322	+3,232
Revised			32,389	25,299
Modification 5			+1,721	0
Revised			34,110	25,299
Modification 6				+10,000
Revised				35,299

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk

- screening and the food security screening, into the SF DAS GetCare database in accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the SF DAS GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month. Grantee will ensure meal reporting in SF DAS GetCare accurately reflects the type of meal service provided (i.e., congregate meal and to-go meal).
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353

OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior	65 Laguna St, San Francisco, 94102	415-347-8509
Center		
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center	825 Howard Street, San Francisco, 94103	415 543-6222
San Francisco		
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

- 14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:
- 15. For assistance with reporting and contract requirements, please contact:

Tiffany Dang Nutritionist DAS OCP

email: tiffany.dang@sfgov.org

and

Gary Hong Contract Manager HSA OCM

email: gary.g.hong@sfgov.org

I. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on SF DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure

posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

2. <u>Fiscal Compliance and Contract Monitoring:</u> Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B-3, Page 1 Document Date: January 2025

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Bayview Hunters Point Mutlipurpose Senior Service

(Please enter agency name here)

(Check One) New Renewal Modification x

If modification, Effective Date of Mod. 01/01/25 No. of Mod. 3

If modification, Effective Date of Mod. 01/01/25	No. of Mod. 3						
Program: AWD							
Budget Reference Page No.(s)	Revised	Revised	Revised	Current	Modification	Revised	
					2/01/2025 -		
Program Term	FY 21/22	FY 22/23	FY 23/24	FY24/25	6/30/2025	FY 24/25	Total
Annual # Meals Contracted	22,397	25,372	34,110	25,299	10,000	35,299	117,178
DAS Expenditures							
Salaries & Benefits	\$106,377	\$103,265	\$139,768	\$104,161	\$39,592	\$143,753	\$493,163
Operating Expenses	\$86,327	\$112,617	\$155,000	\$114,463	\$54,460	\$168,923	\$522,867
Subtotal	\$192,704	\$215,882	\$294,768	\$218,624	\$94,052	\$312,676	\$1,016,030
Indirect Percentage (%)	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00
Indirect Cost	\$11,563	\$12,953	\$17,687	\$13,119	\$5,642	\$18,761	\$60,964
Capital/Subcontractor Expenditures	\$1,125						\$1,12
NCQA Expenditures							
	****	****	****				
Total DAS Expenditures	\$205,392	\$228,837	\$312,457	\$231,743	\$99,694	\$331,439	\$1,078,12
Non-BAO Forman difference						-	
Non DAS Expenditures	#44.000	00.444	00.444	00.444		00.444	#00.00
Salaries & Benefits	\$11,869	\$6,144	\$6,144	\$6,144		\$6,144	\$30,30
Operating Expenses	\$4,374	\$3,131	\$3,131	\$3,131		\$3,131	\$13,76
Capital/Subcontractor Expenditures							
NCQA Expenditures							
Total Nam DAS Franco diferens	M46 040	¢0.075	#0.07 5	60.075		#0.07 5	£44.00
Total Non DAS Expenditures	\$16,243	\$9,275	\$9,275	\$9,275		\$9,275	\$44,06
TOTAL DAG AND NON DAG EVDEDITUDES	\$224 G2E	\$220 442	6224 722	\$241,018	\$99,694	\$240.744	\$1,122,19
TOTAL DAS AND NON DAS EXPEDITURES	\$221,635	\$238,112	\$321,732	\$241,018	\$99,694	\$340,714	\$1,122,19
DAC Beveries							
DAS Revenues Made Control Fund	¢205 202	¢220 027	¢212.457	¢224 742	400 604	¢224 420	¢1 070 12
Meals- General Fund Meals- State Fund	\$205,392	\$228,837	\$312,457	\$231,743	\$99,694	\$331,439	\$1,078,12
Meals- Federal Fund							
Total DAS Revenue	\$205,392	\$228,837	\$312,457	\$231,743	\$99,694	\$331,439	\$1,078,12
PER MEAL COST, DAS	9.17	\$9.02	\$9.16	\$9.16	\$9.39	\$9.39	\$1,070,12
PER MEAL COST (with NCQA), DAS	\$9	\$9.02	\$9.10	φ9.10	φσ.5σ	\$9.39	<u>ψ</u> .
TER MENE COOT (MIN NOQVI), BNG	ΨΟ	ΨΟ	ΨΟ			ψ0.00	Ψ
Non DAS Revenues							
Project Income	\$2,102	\$1,102	\$1,102	\$1,102		\$1,102	\$5,40
Agency Cash- Fundraising	\$4,093	\$1,971	\$1,971	\$1,971		\$1,971	\$10,00
Agency In-kind Volunteer	\$7,808	\$5,205	\$5,205	\$5,205		\$5,205	\$23,42
Food Bank Donation	\$2,240	\$997	\$997	\$997		\$997	\$5,23
1 dod Barik Boriation	ΨΖ,Σ40	ψοσι	φουτ	φοσι		ψουτ	ψ0,20
NCQA Revenue							
110 47 110 101140							
Total Non DAS Revenue	\$16,243	\$9,275	\$9,275	\$9,275		\$9,275	\$44,06
PER MEAL COST, Non DAS	\$10,243	\$0	\$0	\$0		\$0	\$:
PER MEAL COST, Non DAS PER MEAL COST (with NCQA), Non DAS	\$1	\$0	\$0	\$0		\$0	\$
	ų,	ŢŪ	Ų0	40		\$0	Ψ
TOTAL DAS AND NON DAS REVENUE	\$221,635	\$238,112	\$321,732	\$241,018	\$99,694	\$340,714	\$1,122,19
PER MEAL COST, Total	\$10	\$9	\$9	+ 2-1,010	ψου,ουτ	\$10	\$1,122,13
PER MEAL COST (with NCQA), Total	\$10	\$9	\$9			\$10	\$1
. E. M.E. COOT (Mill MOSE), Total	Ψ10	φ9	ψθ			Ψ10	١٩٥
Full Time Equivalent (FTE)							
Prepared by:							6/17/20
HSA-CO Review Signature:							5/11/20
33 Notion digitators.							
HSA #1							
IIVA #1							

Program: AWD
Appendix B-3, Page 2
(Same as Line 11 on HSA #1)
Document Date: January 2025

Salaries & Benefits Detail

DAS Salaries & Benefits	ı	FY 21/22	FY 22/23	FY 23/24	FY24/25	FY24/25	FY 24/25	Total
Position Title	Name	Revised	Revised	Revised	Current	Modification 2/01/2025 - 6/30/2025	Revised	Budgeted Salary
Executive Chef	Charles Adams	\$9,920	\$10,439	\$11,844	\$9,920	\$3,297	\$13,217	\$45,420
Food Service Coordinator	Allen Young	\$6,598	\$6,943	\$7,879	\$6,221	\$3,805	\$10,026	\$31,446
Cook	Willina Bennett	\$6,292		\$5,491		\$6,406	\$6,406	\$18,189
Kitchen Assistant/Maintenance	Darinell Collier	\$5,185	\$5,659	\$6,641	\$5,493	\$1,670	\$7,163	\$24,648
WASC Site Manager	David Malone	\$5,185	\$4,615	\$4,742	\$4,331	\$1,767	\$6,098	\$20,640
Cook	Javier Gonzale	\$5,420		\$2,508	\$375	\$5,828	\$6,203	\$14,131
Food Service Assistant	Manuel Castro	\$3,093	\$4,050	\$5,991	\$5,160	\$967	\$6,127	\$19,261
Food Service Assistant	Tiffany King	\$5,136	\$5,180	\$6,235	\$4,881		\$4,881	\$21,432
Rosa Parks Site Manager	Nana Lulio	\$1,856	\$2,079	\$5,054	\$2,822	\$2,696	\$5,518	\$14,507
Dr Davis Site Manager	Shantel Lumsey'	\$4,477	\$4,816	\$5,463	\$4,649	\$1,449	\$6,098	\$20,854
Food Service Assistant	Alvin Mcniel	\$4,948	\$5,557	\$5,735	\$4,882		\$4,882	\$21,122
Driver	Toney Befford	\$4,124	\$2,000	\$5,054	\$1,263		\$1,263	\$12,441
Driver	Antoine Porter	\$5,535	\$5,539	\$6,285	\$5,347	\$1,664	\$7,011	\$24,370
Kitchen Assistant/ Maintenace	lakopo Manu	\$2,002	\$3,831	\$5,991	\$5,221	\$906	\$6,127	\$17,951
Cook			\$6,186	\$10,985	\$8,691		\$8,691	\$25,862
Kitchen Assistant/Maintenance		\$6,051	\$8,424	\$6,562	\$6,567		\$6,567	\$27,604
Food Service Assistants		\$6,006	\$4,117	\$5,054	\$4,301		\$4,301	\$19,478
Totals		\$81,828	\$79,435	\$107,514	\$80,124	\$30,455	\$110,579	\$379,356
Fringe Benefits Rate Employee Fringe Benefits		\$24,549	\$23,830	\$32,254	\$24,037	\$9,137	\$33,174	\$113,807
Employee Filinge Benefits		Ψ24,040	Ψ20,000	Ψ02,204	Ψ24,007	ψ3,137	ψ55,174	ψ110,00 <i>1</i>
Total DAS Salaries and Benefits		\$106,377	\$103,265	\$139,768	\$104,161	\$39,592	\$143,753	\$493,163
Non DAS Salaries & Benefits								Total
				Budgeted		Modification 2/01/2025 -	Budgeted	
Position Title	Name	Budgeted Salary	Budgeted Salary	Salary	Current	6/30/2025	Salary	Budgeted Salary
driver	Toney	\$2,402						\$2,402
Date entry	Kenya	\$722	\$722	\$722	\$722		\$722	\$2,888
Volunteers		\$6,006	\$4,004	\$4,004	\$4,004		\$4,004	\$18,018
Totals		\$9,130	\$4,726	\$4,726	\$4,726		\$4,726	\$23,308
Fringe Benefits Rate								
Employee Fringe Benefits		\$2,739	\$1,418	\$1,418	\$1,418		\$1,418	\$6,993
Total Non DAS Salaries and Benefits		\$11,869	\$6,144	\$6,144	\$6,144		\$6,144	\$30,301
Total DAS and Non DAS Salaries a	and Benefits	\$118,246	\$109,409	\$145,912	\$110,305	\$39,592	\$149,897	\$523,464
HSV #5								
HSA #2								

Program: AWD (Same as Line 11 on HSA #1)							ppendix B-3, Page 3 Date: January 2025
Country as Line 11 of 110A #1)						Document	Date. January 2020
	Operating E	xpense Detail					
					Modification 2/01/2025 -		
	Revised	Revised	Revised	Current	6/30/2025	Revised	
	FY 21/22	FY 22/23	FY 23/24	FY24/25	FY 24/25	FY 24/25	Total
Annual # Meals Contracted	23,397	25,372	34,110	25,299	10,000	35,299	118,178
DAS Operating Expenses							
Expenditure Category							
Rental of Property	\$648	\$648	\$890	\$890		\$890	\$3,076
Utilities (Elec, Water, Gas, Phone, Garbage)	\$3,874	\$4,430	\$5,930	\$4,730	\$600	\$5,330	\$19,564
Office Supplies, Postage	\$330	\$330	\$530	\$330		\$330	\$1,520
Building Maintenance Supplies and Repair	\$1,769	\$3,976	\$5,014	\$3,576	\$3,300	\$6,876	\$17,635
Printing and Reproduction							
Insurance	\$1,313	\$1,230	\$1,530	\$1,030	\$700	\$1,730	\$5,803
Staff Training							
Staff Travel-(Local & Out of Town)							
Rental of Equipment			-	-			
Food Cost FY24-2	5						
Raw Food per meal \$3.00 \$3.05 \$3.45 \$3.65 \$3.66	\$71,361	\$87,533	\$121,384	\$89,223	\$40,030	\$129,253	\$409,531
Cong Food Svc Supplies per meal \$0.20 \$0.25 \$0.50 \$0.60	\$5,849	\$12,687	\$17,057	\$12,651	\$8,530	\$21,181	\$56,774
Catered Meals per meal						, , ,	
, , , , , , , , , , , , , , , , , , ,							
<u>Consultant</u>					\$ -		
Consultant A							
	_						
<u>Other</u>	-				\$ -		
DMV Registration	\$259	\$259	\$259	\$259	Ψ -	\$259	\$1,036
Gas and Car Rental	\$924	\$1,524	\$2,406	\$1,774	\$1,300	\$3,074	\$7,928
out and our roman	4021	<u>Ψ1,021</u>	Ψ2,100	<u> </u>	Ψ1,000	ψ0,011	ψ1,020
	_						
Total DAS Operating Expenses	\$86,327	\$112,617	\$155,000	\$114,463	\$54,460	168,923	522,867
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)							
Office Supplies, Postage							
Building Maintenance Supplies and Repair	\$660	\$660	\$660	\$660		\$660	2,640
Printing and Reproduction							
Insurance							
Staff Training	\$550	\$550	\$550	\$550		\$550	2,200
Staff Travel-(Local & Out of Town)							

Rental of Equipment							
Food Cost							
Raw Food per meal \$0.10	\$2,240	\$997	\$997	\$997		\$997	
Cong Food Svc Supplies per meal							
Catered Meals per meal							
<u>Consultant</u>				\$ -	\$ -		
Consultant A							
Other	4.00	4500	****	\$ -	\$ -	4500	
Small Equipment and supplies	\$528	\$528	\$528	\$528		\$528	
Car Repair	\$396	\$396	\$396	\$396		\$396	
							
					-	·	
Fotal Non DAS Operating Expenses	\$4,374	\$3,131	\$3,131	\$3,131		\$3,131	
, , , , , , , , , , , , , , , , , , , ,	4 3,20	, , , , , ,	, , , , ,			. ,	
Total DAS and Non DAS Operating Expenses		\$40,767	\$40,767	\$40,767		\$40,767	1
Total Date and Holl Date Operating Expendes		Ψ-10,707	φ40,707	Ψ-10,707		ψ+0,707	
HSA #3							

Program: AWD (Same as Line 11 on HSA #1)							pendix B-3, Page 4 Pate: January 2025
(,							
	Сар	ital & Subcontra	ctor Expenditu	re Detail			
DAS Capital Expenditure		CODB 1	Revised			, , , , , , , , , , , , , , , , , , ,	
Equipment (Qty)	FY 21/22	\$1,125	\$1,125	FY 22/23	FY 23/24	FY 24/25	Total
		φ1,125	φ1,123				
Total Equipment Cost							
Total 24apinon oost							
Remodeling	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost							
Total Nemodeling Cost		1					
<u>Subcontractor</u>	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Table Oak control to Oast							
Total Subcontractor Cost							
Total DAS Capital & Subcontractor Expenditure		\$1,125	\$1,125				
Non DAS Capital Expenditure	F)/ 04/00	<u> </u>		FV 00/00	EV 00/04	FV 04/05	T-4-1
Equipment (Qty)	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Equipment Cost							
		· · ·					
Remodeling	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost							
		1					
Subcontractor	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost							
Total Non DAS Capital & Subcontractor Expenditure							
Total DAS and Non DAS Capital & Subcontractor Expenditure							
HSA #4							

Program: AWD Appendix B-3, Page 5 Document Date: January 2025 (Same as Line 11 on HSA #1) **NCQA Expenditure Detail** DAS NCQA Expenditure FY 21/22 FY 22/23 FY 23/24 FY 24/25 Unit price Unit Total \$179 Menu planning and nutrition analysis \$739.00 /set 0.24 \$179 \$179 \$179 \$716 Kitchen and food service monitoring \$688.00 0.97 \$665 \$665 \$665 \$665 \$2.660 Congregate site monitoring \$264.00 3.87 \$1,021 \$1,021 \$1,021 \$1,021 \$4,084 \$112.00 4.84 \$542 \$542 \$542 \$542 \$2,168 Nutrition education Nutrition counseling (optional) /hour \$112.00 /training 1.45 \$162 \$162 \$162 \$162 \$648 In-service training Total DAS NCQA Expenditure \$2,569 \$2,569 \$2,569 \$2,569 \$10,276 Non DAS NCQA Expenditure Unit price Unit FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total 0.24 Menu planning and nutrition analysis /set 0.97 Kitchen and food service monitoring 3.87 Congregate site monitoring 4.84 Nutrition education Nutrition counseling (optional) /hour In-service training /training 1.45 Total Non DAS NCQA Expenditure Total DAS and Non DAS NCQA Expenditure \$2,569 \$2,569 \$2,569 \$2,569 \$10,276 HSA #4

Department of Description for Nutrition Comp	Disability and Aging Se	rvices (DAS) ce (NCQA) Units of Service
NCQA Service Unit	Frequency Guideline	Description
Menu Planning & Nutrient Analysis	2 x per year or as	Menu planning is the development of a menu cycle that adheres to the nutrition requirements of meals as
	otherwise approved by DAS	well as DAS OCP and CDA menu standards as amended. A RD conducts the nutrient analysis and the analysis will demonstrate adherence to the menu standards and nutrition requirements of meals. Menu planning should be culturally responsive and in accordance with the most current DAS OCP and CDA
		menu guidelines. The menu cycle will be a minimum of five weeks unless otherwise approved by DAS ODF The menu cycle and nutrient analysis must be submitted to ODF for approval at least one month prior to use. The purpose of the nutrient analysis is to determine if daily meals and weekly menus comply with the nutrition requirements. Each meal provided through congregate and home-derived meal programs shall ashers to the current Dietary Guidelines for Americans (DAA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). C2 CCTR Section 7835.5) The nutrient analysis will evaluate at least two weeks in a menu cycle and include, at minimum, the target nutrients outlined in the most current DAS ODF policy memorandum for nutrition program standards (CDF M4.2) The target nutrients include calories, profession, visition in the control of the c
		1 unit = a menu cycle with a nutrient analysis
HACCP Kitchen & Food Service Monitoring for Congregate Meal Programs	4 x per year, quarterly	A registered dietilian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production-central kitchen, ensures that the kitchen has a current health inspection from the Environemental Health Division of the San Francisco Department of Public Health, and is in compliance with most recent CFRC: The HACCP safety and sanitation monitoring will address flood safety froughout the food service process from procurement, preparation, transporting and serving of meals. The RD also reviews flood service documentation including, but not limited to, the quarterly congregate site monitoring reports, quarterly nutrition education documentation, monthly menus, substitutions logs, and in-service training for nutrition saff (paid or volunterly. The RD will document and submit a report to the approva of DCP within two weeks of the monitoring vist. Meal programs with more than one production kitchen will have additional monitoring units as approved by DAS. The DW will also provide etchnical assistance and inservice training as needed to ensure ongoing compliance and as corrective action to findings. 1 unit = 1 monitoring session completed
HACCP Kitchen & Food Service Monitoring for HDM Programs	4 x per vear, quarterly	A registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of
TACCI TOCHER AT COC Service monitoring for FURN Together	* A per year, quarterly	the production/central kitchen, ensures that the kitchen has a current health inspection from the Euroremonated Health Division of the Son Francisco Department of Public Health, and is in compliance with the most recent CRFC. The HACCP safely and sanitation monitoring will address food safely throughout the food service process from procurement, preparation, transporting and delivery of meals. The RD size reviews food service documentation including, but not limited to, HDM rade monitoring reports, HDM tenerature checks, quarterly nutrition deviation documentation, monthly memus, substitutions logs, and inservice training for nutrition staff (paid or volunterly. The RD will document and submit a report to the agency and CDP within two weeks of the monitoring visit. Meet programs with more than one production kitchen will have additional monitoring units as approved by DAS. The RD will also provide technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings. 1 unit = 1 monitoring session completed
Congregate Site Monitoring	4 x per year per site, quarterly	Observation of meal service at a congregate meal site and review of onsite meal and food service records in accordance with OCP policy memorands. Staff will document the results of the monitoring and submit a report to the agency and OCP within two weeks of the monitoring wist. Site monitoring will be conducted by a qualified staff member, who at minimum is trained by either a food safety manager or RD.
		Site monitoring also includes the provision of technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.
		1 unit = 1 monitoring session completed
HDM Route Monitoring	2x per year per route	Review HOM system including but not limited to the packing, transporting, and delivery of meals. Staff will document the results of the monitoring, and submit report to the apency within two veels of the monitoring, HOM route monitorings will be conducted by a qualified staff member, who at minimum is trained by either a tood safety manager or RD. Route monitoring also includes the provision of technical assistance and in-service training as needed to
		ensure ongoing compliance and as corrective action to findings. 1 unit = 1 HDM route manitoring session completed
Nutrition Education for Congregate Meal Programs	4 x per year, quarterly	Informing recipients of congregate meals about current nutrition facts and information, which will promote improved foot selection, eating habits, nutrition, health promotion, and disease prevention practices. A yearly written nutrition education plan developed by an RD shall be implemented, monitored, and kept on file by the grantee and submitted to DAS for review. (22 CCR Sec. 7630 & 7638.11)
		Proper a minimum of four nutrition education lesson plans and implement at each congregate meal site on a quarterly basis. Nutrition education may include, but is not limited to, informing consumers about current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Nutrition education for congregate sites is defined as demonstrations, audiovisual preventations, fectures, or small group discussions. Dietlet's students, interns, or technicians may provide nutrition education when an RD has provided input, reviewed, and approved the content of nutrition education prior to the presentation. A nutrition presentation will be at minimum 30 minutes per session.
		1 unit = 1 session
Nutrition Education for Home Delivered Meal Programs	4 x per year, quarterly	Informing recipients of home-delivered meals about current nutrition facts and information, which will promote improved food selection, ealing habits, nutrition, health promotion, and disease prevention practices. A yearly written nutrition education plan developed by an RD shall be implimented, monitored, and kept on file by the grantee and submitted to DAS for review. (22 CCR Sec. 7630 & 7638.11)
		Devetop and distribute nutrition education materials for HDM clients on a quarterly basis. Nutrition education may include, but it so climated to, informing consumes about current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. For HDM meal providers who also have a congregate meal program, materials provided to congregate meal clients may also be distributed to HDM clients to meet the requirement.
Nutrition Counseling (optional)	Variable/as needed	I unit = 1 set material per distribution Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (22 CCR Sec. 7630)
	<u>L</u>	1 unit = 1 hour
In-service Training for Nutrition Program Staff, including Food Service and Delivery Workers	4 x per year, quarterly	A yearly written in-service training plan for nutrition program staff and volunteers shall be developed, implemented, monitored, and kept on file by the grantee and submitted to DAS for review. The DB shall review and approve the yearly plan and the nutrition in-service training content prior to the presentation. A minimum of four (4) hours of training shall be provide annually by the grantee for both congregate and home- delivered meal programs. 1 unit = 1 hour in-service training provided
HDM Assessment for ENP/C2 Nutrition Program (Initial and Annual)	Within 2-weeks of consumer receiving a meal and annually thereafter	An assessment conducted by a qualified staff member within two weeks of receiving a meal and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including actor or chronic disease, syndromes or conditions, family/support system and functional ability including activities of dialy living (ADL) and instrumental activities of dialy living (IADL) which contribute to an individual's need for meals and other related services. (22 CCR Sec. 7638.3)
Appeal Accessment for UNLD	A	1 unit = 1 HDM assessment
Annual Assessment for HDM Program for Adults with Disabilities (optional*) "A nutrition provider may opt out of conducting annual assessments for consumers participating in their HDM program for adults with disabilities. In this case, DAS will assign the NCQA annual assessment service for all of the consumers participating in the agency's HDM program for adults with disabilities to another organization.	Annually	An assessment conducted annually by a qualified staff member that documents the need for service and the yee of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic diseases, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services.
		1 unit = 1 annual assessment

Appendix F-1 ANNUAL SITE CHART - CONGREGATE MEALS					
AGENCY:	Bayview Hunters Point Multipur	rpose Senior Services			
MAILING ADDRESS:	1753 Carroll, San Francisco, Ca	CA 94124			
DIRECTOR:	Cathy Davis		EMAIL:	cathy.davis@bhpmss.org	
PROGRAM MANAGER:	Charles Adams		EMAIL:	charles.adams@bhpmss.org	
Congregate Program Type					

PROGRAM MANAGER:	Charles Adams		EIVIAIL.	charles.adams@pnpmss.org				
Congregate Program Type (ENP or Adults with Disabilities program)	AWD	AWD	AWD	AWD	AWD	AWD	AWD	Total ALL Sites
Name of Site	Dr George W Davis Senior Ctr	Samoan Comm. Dev Ctr.	Western Addition Senior Ctr.	Rosa Parks Senior Center	Armstrong Senior Housing	Marcus Garvey	Mission Bay South Block 9	
Address and 7in	1753 Carroll	2055 Sunnydale	1390 1/2 Turk	1111 Buchannan	5600 Third Street	1680 Eddy	410 China Basin	
Address and Zip	San Francisco, 94124	San Francisco, 94134	San Francisco, CA 94115	San Francisco, CA 94	San Francisco, CA 94124	San Francisco CA 94115	San Francisco CA 94158	
Phone Number	415-822-1444	415-841-1086	415-921-7805	415-292-3474				
Alternate Phone Number	415-826-4774							
Skye Davis	Bayview	Sunnydale	Western Addition.	Western Addition	Bayview	Western Addition	Mission Bay	
Supervisorial District No.	10	10	5	5	10	5	6	
Bus Line #	T-Third	8 and 9	22/ 31	22/ 31				
Site Manager/Coordinator	Shantel Lumsey	Chardain Suesue	Robin Bill	Skye Davis	Chrystal Pantalion	Dornesha Landers	Ty Racklin	
Site Hours Open	9-4 M-F, 10-3 Sa	11-1:00	9-4 M-F, 10-3 Sa/Sun	9 to 4	12:1:00	12 - 1:00	12 - 1:00	
Additional Programming Offered at the Site	senior center activites, food bank, ADRC, case mgt, svcs	senior center activites, food distribution	senior center activites, food distrib, ADRC, case mgt, svcs	senior center activites, food distrib, case mgt, svcs	senior housing	family housing	family housing	
Hours of Scheduled Programming (for OCP-funded programs)	9 to 5	9 to 3	9 to 4	9 to 4	11:30 to 1:00	11:30-1:00	11:30-1:00	
Days Open for Meal Service	XMonXTues XWedXThurs XFriSat Sun	MonXTuesXWed XThursXFriSat _Sun	XMonXTuesXWedXThursSatSun	_XMon _XTues XWedXThurs _XFriSat _Sun	_XMon _XTues XWedX_Thurs _XFriSat _Sun	_XMon _XTues XWedX_Thurs _XFriSat _Sun	XMonXTues XWedXThursXFriSat _Sun	
Hours of Meal Service	12:00 to 1:30	12:00 to 1:00	12:00 - 1:30	12:00 - 1:00	12:00 - 1:00	12:00 - 1:00	12:00 - 1:00	
Type of Meal (hot, cold)	hot	hot	hot	hot	hot	hot	hot	
To-Go Meals	X Yes No	Yes X No	X Yes No	X Yes No	X Yes No	X Yes No	X Yes No	
Vegetarian meal option available	Yes X No	Yes X No	Yes X No	Yes X No	Yes X No	Yes X No	Yes X No	
Cuisine Type (American, American-Latinx, Chinese, Japanese, Kosher, Russian, etc.)	American Southern	Samoan	American Southern	American Southern	American Southern	American Southern	American Southern	
# Unduplicated Consumers	155	5	38	15	4	2	31	250
Number of Meals	22,699	1,000	2,500	728	208	104	8,060	35,299
# Service Days	286	208	296	250	250	250	250	2,040
Average # meals per day	79	5	8	3	1	0	32	129
Days Closed (list holidays closed)	Jan1,MLK, Pres. Memorial, July 4, Labor. Tx2, Xmas, Nyr	Jan1,MLK, Pres. Memorial, July 4, Labor. Tx2, Xmas, Nyr	Fifth Saturday of the Month	Jan1,MLK, Pres. Memorial, July 4, Labor. Tx2, Xmas, Nyr	Jan1,MLK, Pres. Memorial, July 4, Labor. Tx2, Xmas, Nyr	Jan1,MLK, Pres. Memorial, July 4, Labor. Tx2, Xmas, Nyr	Jan1,MLK, Pres. Memorial, July 4, Labor. Tx2, Xmas, Nyr	
ADA Accessible	X Yes No	X Yes No	X Yes No	X Yes No	X Yes No	X Yes No	X Yes No	
Site Status Note: (start date for a new site , closure date, or temp closure, etc.)								

Appendix A-4 - Services to be Provided Centro Latino de San Francisco

Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025 Modification: February 5, 2025

I. Purpose

The purpose of this grant is to provide congregate nutrition services for adults with disabilities living in the City and County of San Francisco. Congregate nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition, and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Centro Latino de San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.

Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)			
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.			
Limited English- Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.			
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.			
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)			
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.			
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)			

Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)			
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <u>Dietary Guidelines</u> for <u>Americans</u> (DGA) and provide a minimum of one-third of the <u>Dietary Reference Intakes</u> (DRI). (CCR Title 22 Sec. 7638.5)			
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)			
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)			
OCP	Office of Community Partnerships.			
OCM	Office of Contract Management, San Francisco Human Services Agency.			
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.			
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.			
SF-HSA	Human Services Agency of the City and County of San Francisco.			

Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
To-Go Meal	A meal provided by the congregate nutrition service grantee that is picked up or delivered and consumed off-site by an eligible consumer.
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in SF DAS GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

- 1. A person who is an adult with a disability.
- 2. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age. A spouse or domestic partner is as defined by law and/or as in chapter 12B of the San Francisco Administrative Code.

V. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
- 2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - a. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - b. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - c. Annual nutrition screenings for each consumer and documentation of individual responses in SF DAS GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee may provide to-go meals for adults with disabilities through their congregate nutrition service program. To-go meals may only be provided as an additional service option for consumers. The grantee may not replace the conventional style of congregate nutrition services (i.e., meals consumed on site and in a group setting) with a to-go meal service model exclusively.
- 4. Grantee may offer planned person-to-person interactions for consumers receiving togo meals however, these interactions are not required to provide to-go meals. The availability of person-to-person interactions and a consumer's decision to participate will determine how the grantee reports the meal to DAS and in SF DAS GetCare. The grantee may provide to-go meals using one of the following models of service:
 - a. The to-go meal is picked up by a consumer, designated proxy, or the grantee delivers it to the consumer. The meal is consumed off-site, and the grantee organizes in-person or virtual interaction for the consumer receiving the to-go meal on the day the meal is intended for consumption. The grantee must document and track the consumer's intent to participate in the organized activity. The grantee is not responsible for ensuring that the consumer attends the organized activity. If a consumer declines participation in the grantee's organized activity all the time or most of the time (e.g., three out of five days or four out of seven days), additional documentation is required and described in number five (5) below.

- b. The to-go meal is picked up by a consumer, designated proxy, or the grantee delivers it to the consumer. The meal is consumed off-site, and the grantee does not organize in-person or virtual interaction for the consumer receiving the to-go meal on the day the meal is intended for consumption. This service model also requires the additional documentation described in number five (5) below.
- c. The grantee's provision of to-go meals uses service model 4a. and 4b.
- 5. The additional documentation required if the grantee provides to-go meals without offering person to person interactions or if the consumer declines participation in the grantee's organized activity all the time or most of the time is the following:
 - a. The grantee will conduct an initial assessment that confirms a consumer's need for to-go meals without organized in-person or virtual interaction by reason of illness or disability, or otherwise isolated. The term "otherwise isolated" may be interpreted as isolation related to not being comfortable with dining in a group setting. The initial assessment must be completed within two (2) weeks from the start of service. The initial assessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the initial assessment must be completed in the consumer's home by the grantee.
 - b. The grantee will conduct quarterly reassessments that confirm a consumer's continued need for to-go meals without organized in-person or virtual interaction. The quarterly reassessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the grantee must complete quarterly reassessments in the consumer's home every other quarter. (i.e., initial assessment conducted in the home; quarter 2 reassessment over the phone; quarter 3 reassessment conducted in the home, quarter 4 reassessment over the phone, etc.).
- 6. Grantee will provide consumers who receive to-go meals the following information, at minimum: safe food handling instructions for the meal, reheating instructions if applicable, voluntary contribution policy and collection procedures, grievance policy, and information on how to request assistance, if needed. If the meals are delivered, the grantee will provide a meal delivery schedule and a copy of the approved cycle menu.
- 7. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 8. Grantee shall serve and package meals in compliance with the City's Food Service Waste Reduction Ordinance (2007) and Single-Use Foodware Plastics Toxics and Litter Reduction Ordinance (2019).

- 9. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - a. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - b. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - c. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
 - d. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - e. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - f. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
 - g. Provide in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
 - h. If to-go meals are delivered by the grantee the following additional NCQA activities are required:
 - i. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that

- meet food safety standards during the timeframe of the route. The grantee will document and keep on file the temperatures for quarterly review by a registered dietitian (RD).
- ii. Monitor the food safety and sanitation of the home-delivered meal routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each home-delivered meal route, at minimum, two (2) times per year.
- 10. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 11. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 12. Grantee will ensure there is enough qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
- 13. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 14. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services
- 15. Grantee will have knowledge of the DAS Benefits and Resource Hub services and will make referrals based on clients' needs.

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	271	170	170	170
Modification 1	0	0	0	0
Modification 2	0	20	20	20
Modification 3	0	42	0	0
Modification 4	0	0	+ 25	25
Modification 5				+115
Revised UDC	271	232	215	330
Number of Lunch/Dinner Meals	21,239	13,359	13,359	13,359
Modification 1	0	0	0	0
Modification 2	0	9,203	9,203	9,203
Modification 3	0	1,987	0	0
Modification 4	0	0	3,035	3,035
Modification 5				+14,865
Revised Number of Lunch/Dinner Meals	21,239	24,549	25,597	40,462
Number of Breakfast Meals	0	0	0	0
Modification 1	3,182	3,182	3,182	3,182
Modification 2, 3, 4 &5	0	0	0	0
Revised Number of Breakfast Meals	3,182	3,182	3,182	3,182
Number of Supplemental Bags of Groceries	0	0	0	0
Modification 1	1,170	1,170	1,170	1,170
Modification 2, 3, 4 & 5	0	0	0	0
Revised Number of Supplemental Bags of Groceries	1,170	1,170	1,170	1,170

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening and the food security screening, into the SF DAS GetCare database in accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the SF DAS GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month. Grantee will ensure meal reporting in SF DAS GetCare accurately reflects the type of meal service provided (i.e., congregate meal and to-go meal).
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.

14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior	65 Laguna St, San Francisco, 94102	415-347-8509
Center		
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center	825 Howard Street, San Francisco, 94103	415 543-6222
San Francisco		
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

15. For assistance with reporting and contract requirements, please contact:

Julie Hibarger Nutritionist DAS OCP

email: julie.hibarger@sfgov.org

and

Gary Hom Contract Manager HSA OCM

email: gary.hom@sfgov.org

I. Monitoring Activities

1. <u>Nutrition Program Monitoring:</u> Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on SF

CLSF Modification February 2025 Adults with Disabilities-Congregate FY 21-25 DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

2. <u>Fiscal Compliance and Contract Monitoring:</u> Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B-4. Page 1 Document Date: 1/23/2025

HUMAN SERVICES AGENCY BUDGET SUMMARY

BY PROGRAM Centro Latino de San Francisco (Check One) New Renewal __ Modification __X_ If modification, Effective Date of Mod. No. of Mod. Program: Congregate meals for () older adults or (X) adults with disabilities Budget Reference Page No.(s) Total Modification Revised Total (2/1/2025-Program Term FY 21/22 FY22/23 Total FY23/24 Total FY24/25 6/30/2025) FY24/25 FY 21/25 Annual # Meals Contracted 21,239 24,526 25,597 25,597 14,865 40,462 111,824 DAS Expenditures \$47,203 \$108,439 \$117,030 \$118.258 \$118,258 \$165,461 \$509,188 Salaries & Benefits Operating Expenses \$45,843 \$81,782 \$99,497 \$99,497 \$99,543 \$199,040 \$426,162 Subtotal \$154,282 \$198,812 \$217,755 \$146,746 \$364,501 \$935,350 Indirect Percentage (%) 10% \$14,733 \$16,588 \$16,588 \$16,588 \$3,156 \$19,744 \$67,653 Indirect Cost Capital/Subcontractor Expenditures \$1,450 \$0 \$1,450 Grocery/Breakfast Modification \$25,083 \$25,083 \$25,083 \$25,083 \$25,083 \$100,332 Total DAS Expenditures \$409,328 \$195,548 \$240,483 \$259,426 \$259,426 \$149,902 \$1,104,785 Federal (97.036) \$5,868 \$7,214 \$16,063 \$16,063 \$16,063 \$45,208 State \$10,745 \$10,745 \$10,745 \$21,490 Local \$189,680 \$233,269 \$232,618 \$232,618 \$149,902 \$382,520 \$1,038,087 \$195,548 \$240,483 \$1,104,785 Total DAS Expenditures \$259,426 \$259,426 \$149,902 \$409,328 Non DAS Expenditures \$18,375 \$5,911 \$5,911 \$5,911 \$5,911 \$36,108 Salaries & Benefits \$11,807 \$840 \$840 \$840 \$840 \$14.327 Operating Expenses Capital/Subcontractor Expenditures \$0 \$0 NCQA Expenditures \$0 \$0 \$30.182 \$6.751 \$6.751 \$6.751 Total Non DAS Expenditures \$0 \$6.751 \$50,435 \$225,730 \$247,234 TOTAL DAS AND NON DAS EXPEDITURES \$266,177 \$266,177 \$149,902 \$416,079 \$1,155,220 DAS Revenues Meals- General Fund \$169,014 \$210,041 \$220,946 \$220,946 \$220,946 \$820,947 Meals- State Fund \$0 \$0 Meals- Federal Fund \$0 \$0 ОТО \$1,450 \$143,416 \$143,416 \$144,866 \$0 \$0 \$0 \$0 \$0 NCQA Fund \$0 \$6,486 CODB \$5.359 \$13.397 \$13.397 \$19.883 \$38.639 Grocery/Breakfast Modification \$25,083 \$25,083 \$25,083 \$25,083 \$25,083 \$100,332 \$195,547 \$240,483 \$259,426 \$149,902 Total DAS Revenue \$259,426 \$409,328 \$1,104,785 PER MEAL COST, DAS \$8.02 \$8.78 \$9.16 \$9.16 \$8.98 \$9.50 PER MEAL COST (with NCQA), DAS \$8.02 \$8.78 \$8.15 \$8.15 \$9.50 \$8.98 Non DAS Revenues Project Income \$6,779 \$840 \$840 \$840 \$840 \$9,299 Agency Cash- Fundraising \$0 \$0 \$0 \$5.911 \$5.911 \$5,911 \$5.911 \$41,136 Agency In-kind Volunteer \$23,403 Total Non DAS Revenue \$30,182 \$6,751 \$6,751 \$6,751 \$0 \$6,751 \$50,435 PER MEAL COST, Non DAS \$0.45 PER MEAL COST (with NCQA), Non DAS \$0.45 TOTAL DAS AND NON DAS REVENUE \$225,729 \$247,234 \$266,177 \$266,177 \$149,902 \$416,079 \$1,155,220 PER MEAL COST, Total \$9.43 PER MEAL COST (with NCQA), Total \$9.43

HSA-CO Review Signature:

Full Time Equivalent (FTE)

Prepared by:

HSA#1 10/25/2016

Victor de la Rocha, Controller (469) 247-7836

Date: 1/23/2025

7.62

Program: Congregate meals for () older adults or (X) adults with disabilities (Same as Line 11 on HSA #1)

Appendix B-4, Page 2 Document Date: 1/23/2025

DAS Salarios & Ronofite	<u> </u>			I			FY 21/25
DAS Salaries & Benefits							F1 21/25
					Modification		
Desition Title	EV 04/00	EV 22/22	Total EV00/04	Total EV04/05	(2/1/2025-	Revised Total	Pudgoted Calcar
Position Title	FY 21/22	FY 22/23	Total FY23/24	Total FY24/25	6/30/2025)	FY24/25	Budgeted Salary
Nutrition Sites & Programs Manager	\$2,889	\$6,309.90	\$6,309.90	\$6,309.90	\$1,206.40	\$7,516.30	\$23,025
Nutritionist Head Cook	\$6,227 \$5,623	\$7,714.80	\$0.00 \$7,996.19	\$0.00 \$7,996.19	\$603.20	\$0.00 \$8,599.39	\$6,227 \$29,933
Cook	\$3,332	\$6,157.80	\$5,796.00	\$5,796.00	\$1,206.40	\$7,002.40	\$29,933
Site Manager Star Hotel/Cook	\$5,200	\$5,145.95	\$5,426.19	\$5,426.19	\$603.20	\$6,029.39	\$21,802
Cook	\$6,188	\$6,481.20	\$6,240.00	\$6,240.00	\$4,160.00	\$10,400.00	\$29,309
Meal Server	\$6,895	\$4,160.00	\$4,160.00	\$4,160.00	\$603.20	\$4,763.20	\$19,978
Food Prep & Meal Server	\$3,901	\$4,154.40	\$3,672.00	\$3,672.00	\$603.20	\$4,275.20	\$16,003
Cook	φο,σστ	\$1,912.80	\$1,912.80	\$1,912.80	\$1,206.40	\$3,119.20	\$6,945
Food Prep	\$3,119	\$5,016.00	\$5,016.00	\$5,016.00	\$603.20	\$5,619.20	\$18,770
Janitor	\$2,084	\$1,887.00	\$1,887.00	\$1,887.00	\$603.20	\$2,490.20	\$8,348
Dishwasher/Janitor	\$4,387	\$5,165.40	\$5,165.40	\$5,165.40	\$603.20	\$5,768.60	\$20,486
Driver & Vehicle Servicer	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$3,432.00	\$3,432.00	\$3,432.00	\$1,206.40	\$4,638.40	\$11,502
Driver & Food Purchaser	\$987	\$1,624.05	\$1,624.05	\$1,624.05	\$603.20	\$2,227.25	\$6,462
Driver & Maintenance		\$4,645.80	\$10,473.81	\$10,473.81	\$603.20	\$11,077.01	\$26,197
Site Manager MNC	\$2,838	\$2,951.54	\$2,951.54	\$2,951.54		\$2,951.54	\$11,693
Site Manager VC & Food prep	\$6,307	\$9,633.00	\$11,466.00	\$11,466.00		\$11,466.00	\$38,872
Site Manager Ed Lee & Food Purchaser	\$7,568	\$10,745.00	\$4,680.00	\$4,680.00	\$603.20	\$5,283.20	\$28,276
Site Manager L.Mayores & Activities Facilitator	\$1,660	\$16,673.00	\$1,416.90	\$1,416.90	\$603.20	\$2,020.10	\$21,770
Site Manager VA & Assis. Social Worker	\$8,228	\$1,248.00	\$2,167.67	\$2,167.67		\$2,167.67	\$13,811
Site Manager Minna Lee & V.C.C		\$4,824.00	\$0.00		\$10,616.32	\$10,616.32	\$15,440
Site Manager Maceo May & Packaging					\$7,917.00	\$7,917.00	\$7,917
Social Worker/Resource Specialist	\$4,307	\$2,291.83	\$2,291.83	\$2,291.83	\$1,206.40	\$3,498.23	\$12,389
Social Worker/Activities Facilitator	\$8,669	\$4,065.00	\$4,065.00	\$4,065.00	\$1,206.40	\$5,271.40	\$22,070
Executive Director	\$5,048	\$4,794.90	\$4,794.90	\$4,794.90	\$1,809.60	\$6,604.50	\$21,242
Totals	\$95,457	\$121,033	\$102,945	\$102,945	\$38,377	\$141,322	\$460,757
							\$0
Fringe Benefits Rate							\$0
Employee Fringe Benefits	\$12,982	\$15,485	\$15,313	\$15,313	\$8,827	\$24,140	\$67,920
							\$0
Total DAS Salaries and Benefits	\$108,439	\$117,030	\$118,258	\$118,258	\$47,203	\$165,461	\$509,188
Non DAS Salaries & Benefits							FY 21/25
Position Title							Budgeted Salary
Food Packer/Meal Server		\$0	\$0	\$0		\$0	\$2,039
Food Packer/Meal Server		\$1,282	\$1,282	\$1,282		\$1,282	\$5,885
Food Packer/Meal Server		\$0	\$0	\$0		\$0	\$5,437
		\$0	\$0	\$0		\$0	\$544
Food Packer/Meal Server (Saturdays)			¢0.407	\$2,137		\$2,137	\$9,809
Food Packer/Meal Server (Saturdays) Food Packer/Site Manager		\$2,137	\$2,137	φ2, 137			27.040
, , ,		\$2,137 \$1,710	\$2,137	\$1,710		\$1,710	\$7,848
Food Packer/Site Manager						\$1,710 \$5,129	\$7,848 \$31,562
Food Packer/Site Manager Meal Delivery Totals		\$1,710	\$1,710	\$1,710			
Food Packer/Site Manager Meal Delivery Totals Fringe Benefits Rate		\$1,710	\$1,710	\$1,710			
Food Packer/Site Manager Meal Delivery Totals		\$1,710	\$1,710	\$1,710	\$0		
Food Packer/Site Manager Meal Delivery Totals Fringe Benefits Rate		\$1,710 \$5,129	\$1,710 \$5,129	\$1,710 \$5,129	\$0	\$5,129	\$31,562
Food Packer/Site Manager Meal Delivery Totals Fringe Benefits Rate Employee Fringe Benefits		\$1,710 \$5,129 \$782	\$1,710 \$5,129 \$782	\$1,710 \$5,129 \$782		\$5,129 \$782	\$31,562 \$4,547
Food Packer/Site Manager Meal Delivery Totals Fringe Benefits Rate		\$1,710 \$5,129	\$1,710 \$5,129	\$1,710 \$5,129	\$0 \$0	\$5,129	\$31,562
Food Packer/Site Manager Meal Delivery Totals Fringe Benefits Rate Employee Fringe Benefits		\$1,710 \$5,129 \$782	\$1,710 \$5,129 \$782	\$1,710 \$5,129 \$782		\$5,129 \$782	\$31,562 \$4,547
Food Packer/Site Manager Meal Delivery Totals Fringe Benefits Rate Employee Fringe Benefits		\$1,710 \$5,129 \$782	\$1,710 \$5,129 \$782	\$1,710 \$5,129 \$782		\$5,129 \$782	\$31,562 \$4,547
Food Packer/Site Manager Meal Delivery Totals Fringe Benefits Rate Employee Fringe Benefits Total Non DAS Salaries and Benefits	\$400.400	\$1,710 \$5,129 \$782 \$5,911	\$1,710 \$5,129 \$782 \$5,911	\$1,710 \$5,129 \$782 \$5,911	\$0	\$5,129 \$782 \$5,911	\$31,562 \$4,547 \$36,109
Food Packer/Site Manager Meal Delivery Totals Fringe Benefits Rate Employee Fringe Benefits	\$108,439	\$1,710 \$5,129 \$782	\$1,710 \$5,129 \$782	\$1,710 \$5,129 \$782		\$5,129 \$782	\$31,562 \$4,547

Program: Congregate meals for () older adults or (X) adults with disabilities Appendix B-4, Page 3 (Same as Line 11 on HSA #1) Document Date: 1/23/2025 **Operating Expense Detail** Modification Revised (2/1/2025-Revised Total FY 21/22 FY 21/25 FY 22/23 Total 23/24 Budget 24/25 6/30/2025) FY24/25 21,239 24,526 25,597 25,597 14,865 40,462 111,824 **DAS Operating Expenses** Expenditure Category Rental of Property \$12,526 Utilities (Elec, Water, Gas, Phone, Garbage) \$2,147 \$1,500 \$2,350 \$2,350 \$4,179 \$6,529 Office Supplies, Postage \$1,709 \$1,149 \$1,399 \$1,399 \$3,000 \$4,399 \$8,656 \$5,825 \$21,871 **Building Maintenance Supplies and Repair** \$7,721 \$5,825 \$2,500 \$8,325 Printing and Reproduction \$0 \$1,435 \$544 \$544 \$1,979 Insurance Staff Training \$0 Staff Travel-(Local & Out of Town) \$0 Kitchen Service Equipment (small) \$3,834 \$3,834 \$3,834 Rental of Equipment \$0 Food Cost Raw Food \$31,859 \$58,993 \$72,134 \$72,134 \$59,338 \$131,472 \$294,458 Cong Food Svc Supplies \$5,097 \$11,257 \$13,853 \$13,853 \$18,447 \$32,300 \$62,507 Catered Meals Consultant Consultant - A \$750 \$750 \$3,500 \$4,250 \$5,000 Consultant - Grant Writer \$2,700 \$2,700 \$2,700 Other Stipends \$371 \$371 \$0 \$3,225 Auto - Fuel, Insurance & Misc. \$14,283 \$3,186 \$3,186 \$3,186 \$1,500 \$4,686 **Total DAS Operating Expenses** \$45,843 \$81,782 \$99,497 \$99,497 \$99,543 \$199,040 \$426,162 Non DAS Operating Expenses Expenditure Category Rental of Property \$0 \$0 Food Cost Raw Food \$664 \$664 \$664 \$1,328 Cong Food Svc Supplies \$176 \$352 \$176 \$176 \$1,680 **Total Non DAS Operating Expenses** \$840 \$840 \$0 \$840 Total DAS and Non DAS Operating Expenses \$45,843 \$72,303 \$100,337 \$100,337 \$99,543 \$199,880 \$427,842

HSA #3

10/25/2016

(Same as Line 11 on HSA #1) Appendix B-4, Document Date: 1/2					
Capita	ıl & Subcontrac	ctor Expenditu	re Detail		
DAS Capital Expenditure					Total
Equipment (Qty)	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
Walk-In refrigerator insulation panels	\$1,450				\$1,450
					\$0
Total Equipment Cost	\$1,450	\$0	\$0	\$0	\$1,450
Total DAS Capital & Subcontractor Expenditure Non DAS Capital Expenditure	\$1,450	\$0	\$0	\$0	\$1,450
Total Non DAS Capital & Subcontractor Expenditure	\$0	\$0	\$0	\$0	\$0
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$1,450	\$0	\$0	\$0	\$1,450
HSA #4					1/0/1900

Appendix B-4, Page 5 (Same as Line 11 on HSA #1) Document Date: 1/23/2025 **Grocery/Breakfast Expenditure Detail** FY 21/22 FY 22/23 FY 23/24 DAS Unit price Unit FY 24/25 FY 21/25 Grocery \$9.88 /bag 1170.00 \$11,560 \$11,560 \$11,560 \$11,560 \$46,240 \$4.25 /meal 3182.00 \$13,524 \$13,524 \$13,524 \$54,096 Breakfast \$13,524 Total DAS Expenditure \$25,083 \$25,083 \$25,083 \$100,332 \$25,083

Salaries & Benefits Detail

DAS Salaries & B	enefits	Agend	cy Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Name	Annual	Total FTE	% FTE	Adjusted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted Salary
Cook		\$44,720	1.00	13.26%	0.13	\$5,928	\$5,928	\$5,928	\$5,928	\$23,712
Driver		\$39,520	1.00	5.13%	0.05	\$2,028	\$2,028	\$2,028	\$2,028	\$8,112
Total						\$7,956	\$7,956	\$7,956	\$7,956	\$31,824
Fringe Benefits Ra	te	19%								
Employee Fringe Benefits		\$7,627				\$1,536	\$1,536	\$1,536	\$1,536	\$6,144
_							•			
Tatal DAC Calaria		¢47.447				¢0.400	¢0.400	¢0.400	¢0.400	¢27.000

Total DAS Salaries and	\$47,147		\$9,492	\$9,492	\$9,492	\$9,492	\$37,968

Operating Exp	ense Detail				
Items	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Food /Grocery Cost	\$11,994	\$11,994	\$11,994	\$11,994	\$47,976
Supplies	\$1,317	\$1,317	\$1,317	\$1,317	\$5,268
Total Operation	\$13,311	\$13,311	\$13,311	\$13,311	\$53,244
subtotal	\$22,803	\$22,803	\$22,803	\$22,803	\$91,212
Indirect(10%)	\$2,280	\$2,280	\$2,280	\$2,280	\$9,120
Grant Total	\$25,083	\$25,083	\$25,083	\$25,083	\$100,332

APPENDIX F-1 - ANNUAL SITE CHART - CONGREGATE MEALS, ADULTS WITH DISABILITIES FY 2024-2025					
AGENCY:	Centro Latino de San Francisco				
MAILING ADDRESS:	1656 15th Street San Francisco, CA 94103		_		
DIRECTOR:	Gloria Bonilla	EMAIL: gloria@centrolatinodesf.org	PHONE NO.: 415-286-0883		
PROGRAM MANAGER:	Omar Romero	EMAIL: omar@centrolatinodesf.org	PHONE NO.: 415-424-9263		

Address and Dip									
Marchies and Zip Sept 580 Sept Sept 580 Sept Sept 580 Sept		AWD	AWD	AWD	AWD	AWD	AWD	AWD	Total ALL Sites
Separation Co. A (410) Sep Promotion, C. A (410) Sep	Name of Site	CLSF/Los Mayores		Swords to Plowshares	Star Hotel	Edwin Lee	Veterans Academy	Minna Lee	
Ministrate Min	Address and Zip	1656 15th Street	362 Capp Street	150 Otis Street	2176 Mission	1150 3rd Street	1030 Girard Road	149 6th St.	
Name Price Name Price Name	Dhana Niimhan								
Neighborhood Mission District 90 Nission District 90 Nission District 90 Option 6 Optio									
Supervisorial District No. Oblinics 9 St. 14, 14, 27, 33, 40 St. 12, 47, 46, 71, 17 Feb. 23, 37, 40, 71, EART St. 22, 33, 74, 40, 71, 60, 71, 71 Feb. 23, 37, 40, 74, 74, 74, 71, 77 Feb. 23, 37, 40, 74, 74, 74, 71, 77 Feb. 23, 37, 40, 74, 74, 74, 74, 74, 74, 74, 74, 74, 74									
Bus Line # 12, 23, 34, 49, 71, 12, 14, 14, 27, 33, 49, 14, 12, 27, 33, 49, 14, 12, 27, 33, 49, 14, 14, 27, 33, 49, 14, 14, 27, 33, 49, 14, 14, 27, 33, 49, 14, 14, 12, 38, 47, 49, 71, 14, 22, 32, 47, 49, 71, 18, 14, 14, 12, 38, 14, 14, 14, 12, 38, 14, 14, 14, 12, 38, 14, 14, 14, 12, 38, 14, 14, 14, 14, 14, 14, 14, 14, 14, 14						-			
Site Manager/Coordinator Site Manager/Coordi	Supervisorial District No.	Districts 9	District 9	District 6		District 6	District 2		
Site Houre Open	Bus Line #				14, 22,33, 47, 49, 71, BART			14,L1, L2, BART,49,and 27	
Additional Programming Officeral at the Size Congregate Meals Co	Site Manager/Coordinator	Omar Romero		Jesi Arguello	Zoila Palacios	Sandro Matus	Sandro Matus	=	
Offered at the Site	Site Hours Open	9:00a.m-4:00p.m	9:00a.m-4:00p.m	9:00a.m-4:00p.m	9:00a.m-4:00p.m	9:00a.m4:00p.m	9:00a.m -2:00p.m	9:00a.m4:00p.m	
Programming for OCP-		Delivered Meals, Community	Community Services and	Congregate Meals	Congregate Meals	Congregate Meals	Congregate Meals	Congregate Meals	
Service X Wed X Thurs X Set X	Programming (for OCP-	9:00a.m-4:00p.m	9:00a.m-4:00p.m	10:30a.m12:30p.m.	11:30a.m1.00p.m.	11:00am-1:00pm	4:00p.m-6:00p.m	11:00am - 1:00pm	
No. Service X. No. Sat Service X. No. Sat		<u>X</u> Wed <u>X</u> Thurs <u>X</u> Fri <u>X</u> Sat	<u>X</u> Wed <u>X</u> Thurs <u>X</u> Fri <u>X</u> Sat	<u>X</u> Wed <u>X</u> Thurs <u>X</u> Fri <u>X</u> Sat	X_WedX_Thurs X_FriSat	<u>X</u> Wed <u>X</u> Thurs <u>X</u> Fri <u>X</u> Sat	<u>X</u> Wed <u>X</u> Thurs <u>X</u> Fri <u>X</u> Sat	X_WedX_Thurs X_FriSat	
Note of Breakfast Meal Service		X Wed X Thurs X Fri Sat							
Service Hours of Breakfast Meal 9:00 - 12:30 pm Service Hours of Supplement		X_WedThurs FriSat							
Hours of Breakfast Meal Service 9:00 - 12:30pm		11:00-12:30p.m.	12:00noon-1:00p.m.	11:30a.m12:30p.m.	11:30a.m12:30p.m.	11:30am-12:30pm	4:30p.m5:30p.m.	11:30am - 12:30pm	
Type of Lunch Meal (hot, cold) Type of Breakfast Meal (hot, cold)	Hours of Breakfast Meal	9:00 - 12:30pm							
Type of Lunch Meal (hot, cold) Not/cold Not/cold Not/cold Not/cold Not/cold Not/cold Not/cold Not/cold Not/co		11:00-1:00pm							
(hot, cold) Vegetarian meal option available (Yes or No) Yes	Type of Lunch Meal (hot,	hot/cold	hot/cold	hot/cold	hot/cold	hot/cold	hot/cold	hot/cold	
available (Yes or No) Cuisine Type (American, American-Latin America	Type of Breakfast Meal (hot, cold)	hot							
Cuisine Type (American, American-Latin, Chinese, Japanese, Kosher, Russian) American-Latin American-L		Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Consumers Annual Number of Lunch Meals (congregate and togo) To-Go Meals Offered? Yes Yes No No No No No No No No No N	Cuisine Type (American, American-Latin, Chinese,	American-Latin	American-Latin	American-Latin	American-Latin	American-Latin	American-Latin	American-Latin	
Meals (congregate and togo) 90 To-Go Meals Offered? Yes Yes No No <td< td=""><td># Unduplicated Consumers</td><td>158</td><td>23</td><td>19</td><td>35</td><td>26</td><td>24</td><td>45</td><td>330</td></td<>	# Unduplicated Consumers	158	23	19	35	26	24	45	330
Annual Number of 2,000 1,182 3, Breakfast meals per year Annual Number of Grocery 1,170 1,170 1,170	Meals (congregate and to-	20,094	1,520	2,527	4,536	3,080	3,080	5,625	40,462
Breakfast meals per year			Yes	No	No	No	No	No	
Annual Number of Grocery 1,170 1,170		2,000			1,182				3,182
hage nor year	Annual Number of Grocery	1,170							1,170
# Service Days for Lunch 304 304 308 252 308 308 252	bags per year # Service Days for Lunch	304	304	308	252	308	308	252	
# Service Days of 252 252	<u> </u>								
Breakfast	Breakfast								
# of Services Days of 52 Supplement Grocery		52							
	Average # lunch meals per	66	5	8	18	10	10	45	162
Average # of breakfast 8 5	Average # of breakfast	8			5				
meals per day Days Closed (list holidays Independence Day, Labor Day, Ind		Independence Day Lahor Day	Independence Day Labor Day	Independence Day Labor Day	Independence Day Labor Day	Independence Day Labor Day	Independence Day Lahor Day	Independence Day Lahor Day	
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ADA Accessible X_Yes No X_Yes		X_YesNo	X_YesNo	X_YesNo		No	X_YesNo	No	
Site Status Note: (start date for a new site , closure date, or temp closure, etc.)	for a new site , closure date,								

Appendix A-2 - Services to be Provided On Lok Day Services

Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025 Modification: February 5, 2025

I. Purpose

The purpose of this grant is to provide congregate nutrition services for older adults living in the City and County of San Francisco. Congregate nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	On Lok Day Services
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.

Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
. C E 1 2025	1. 4.0

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English- Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".

Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term "older adult".
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
To-Go Meal	A meal provided by the congregate nutrition service grantee that is picked up or delivered and consumed off-site by an eligible consumer.
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in SF DAS GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs, which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

- 1. A person who is 60 years of age or older (older adult).
- 2. The spouse or domestic partner of an older adult, regardless of age.
- 3. A person with a disability, under the age of 60 who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
- 4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

V. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
- 2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - a. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - b. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - c. Annual nutrition screenings for each consumer and documentation of individual responses in SF DAS GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee may provide to-go meals for older adults through their congregate nutrition service program. To-go meals may only be provided as an additional service option for consumers. The grantee may not replace the conventional style of congregate nutrition services (i.e., meals consumed on site and in a group setting) with a to-go meal service model exclusively.

- 4. Grantee may offer planned person-to-person interactions for consumers receiving togo meals however, these interactions are not required to provide to-go meals. The availability of person-to-person interactions and a consumer's decision to participate will determine how the grantee reports the meal to DAS and in SF DAS GetCare. The grantee may provide to-go meals using one of the following models of service:
 - a. The to-go meal is picked up by a consumer, designated proxy, or the grantee delivers it to the consumer. The meal is consumed off-site, and the grantee organizes in-person or virtual interaction for the consumer receiving the to-go meal on the day the meal is intended for consumption. The grantee must document and track the consumer's intent to participate in the organized activity. The grantee is not responsible for ensuring that the consumer attends the organized activity. If a consumer declines participation in the grantee's organized activity all the time or most of the time (e.g., three out of five days or four out of seven days), additional documentation is required and described in number five (5) below.
 - b. The to-go meal is picked up by a consumer, designated proxy, or the grantee delivers it to the consumer. The meal is consumed off-site, and the grantee does not organize in-person or virtual interaction for the consumer receiving the to-go meal on the day the meal is intended for consumption. This service model also requires the additional documentation described in number five (5) below.
 - c. The grantee's provision of to-go meals uses service model 4<u>a. and 4b.</u>
- 5. The additional documentation required if the grantee provides to-go meals without offering person to person interactions or if the consumer declines participation in the grantee's organized activity all the time or most of the time is the following:
 - a. The grantee will conduct an initial assessment that confirms a consumer's need for to-go meals without organized in-person or virtual interaction by reason of illness or disability, or otherwise isolated. The term "otherwise isolated" may be interpreted as isolation related to not being comfortable with dining in a group setting. The initial assessment must be completed within two (2) weeks from the start of service. The initial assessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the initial assessment must be completed in the consumer's home by the grantee.
 - b. The grantee will conduct quarterly reassessments that confirm a consumer's continued need for to-go meals without organized in-person or virtual interaction. The quarterly reassessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the grantee must complete quarterly reassessments in the consumer's home every other quarter. (i.e., initial assessment conducted in the home; quarter 2 reassessment over the phone; quarter 3 reassessment conducted in the home, quarter 4 reassessment over the phone, etc.).

- 6. Grantee will provide consumers who receive to-go meals the following information, at minimum: safe food handling instructions for the meal, reheating instructions if applicable, voluntary contribution policy and collection procedures, grievance policy, and information on how to request assistance, if needed. If the meals are delivered, the grantee will provide a meal delivery schedule and a copy of the approved cycle menu.
- 7. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 8. Grantee shall serve and package meals in compliance with the City's Food Service Waste Reduction Ordinance (2007) and Single-Use Foodware Plastics Toxics and Litter Reduction Ordinance (2019).
- 9. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - a. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - b. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - c. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
 - d. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - e. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - f. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include: (1) Food safety, prevention of foodborne illness, and HACCP principles. (2) Accident

- prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- g. Provide in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- h. If to-go meals are delivered by the grantee the following additional NCQA activities are required:
 - i. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document and keep on file the temperatures for quarterly review by a registered dietitian (RD).
 - ii. Monitor the food safety and sanitation of the home-delivered meal routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each home-delivered meal route, at minimum, two (2) times per year.
- 10. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 11. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 12. Grantee will ensure there is enough qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
- 13. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 14. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest

- requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services
- 15. Grantee will have knowledge of the DAS Benefits and Resource Hub services and will make referrals based on clients' needs.

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated				
Consumers (UDC)	2,394	2,394	2,394	2,394
Modification 1	0	0	0	0
Revised	2,394	2,394	2,394	2,394
Modification 2		-282	-282	-282
Modification 3		-200	0	0
Revised		1,912	2,112	2,112
Modification 4			+100	0
Revised			2,212	2,112
Modification 5				+350
Revised UDC				2,462
Number of Meals (UOS)	92,074	92,074	92,074	92,074
Modification 1	-48,658	0	0	0
Revised UOS	43,416	92,074	92,074	92,074
Modification 2		-21,619	-21,619	-21,619
Modification 3		-5,068	0	0
Revised UOS		65,387	70,455	70,455
Modification 4			+9,812	+5,495
Revised UOS			80,267	75,950
Modification 5				+38,580
Revised UOS				114,530

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening, and the food security screening into the SF DAS GetCare database in accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the SF DAS GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month. Grantee will ensure meal reporting in SF DAS GetCare accurately reflects the type of meal service provided (i.e., congregate meal and to-go meal).
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.

14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior	65 Laguna St, San Francisco, 94102	415-347-8509
Center		
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center	825 Howard Street, San Francisco, 94103	415 543-6222
San Francisco		
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

15. For assistance with reporting and contract requirements, please contact:

Julie Hibarger Nutritionist DAS OCP

email: Julie.Hibarger@sfgov.org

and

Gary Hom Contract Manager HSA OCM

email: gary.hom@sfgov.org

I. Monitoring Activities

1. <u>Nutrition Program Monitoring:</u> Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected

and maintained; reporting performance including monthly service unit reports on SF DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

2. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Document Date: 01/15/25 HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM Name Term 7/1/21 - 6/30/25 On Lok Day Services New Modification __X_ (Check One) Renewal If modification, Effective Date of Mod. No. of Mod. Program: Congregate meals for (x) older adults or () adults with Budget Reference Page No.(s) (Total) 7/1/21 - 6/30/22 7/1/23 - 6/30/24 7/1/24 - 6/30/25 7/1/24 - 6/30/25 7/1/24 - 6/30/25 7/1/21 - 6/30/25 Program Term 7/1/22 - 6/30/23 43,416 65,387 90,053 75,950 38.580 114.530 Annual # Meals Contracted 313,386 DAS Expenditures \$166,604 \$301,400 \$301,400 \$301.400 \$51,710 \$353,110 \$1,122,514 Salaries & Benefits Operating Expenses \$153,754 \$209,775 \$426,219 \$313,509 \$282,850 \$596,359 \$1,386,107 Subtotal \$320,358 \$511,175 \$727,619 \$614,909 \$334,560 \$949,469 \$2,508,621 Indirect Percentage (%) 9% 10% 10% 10% 10% 9% \$28,833 \$51,118 \$72,762 \$61,491 \$33,456 \$94,947 \$247,660 Indirect Cost Capital/Subcontractor Expenditures \$425,355 \$36,467 \$461,822 \$16,209 \$17,449 \$17,449 NCQA Expenditures \$15,653 \$15,653 \$64,964 Total DAS Expenditures \$790,199 \$614.413 \$816,590 \$693,849 \$368,016 \$1,061,865 \$3,283,067 Non DAS Expenditures \$336,942 \$284,268 (\$51,710 \$232,558 \$284,268 \$284,268 \$1,138,036 Salaries & Benefits Operating Expenses \$290,675 \$361,449 \$326,569 \$350,796 (\$12,0 \$338,744 \$1,317,437 Capital/Subcontractor Expenditures NCQA Expenditures \$70 \$70 \$70 \$70 \$70 \$280 Total Non DAS Expenditures \$627,687 \$645,787 \$610,907 \$635,134 \$571,372 \$2,455,753 TOTAL DAS AND NON DAS **EXPEDITURES** \$1,417,886 \$1,260,200 \$1,427,497 \$1,328,983 \$304,254 \$1,633,237 \$5,738,820 DAS Revenues \$488.650 \$532.184 \$2,284,163 \$731,145 \$532,184 \$532,184 General Fund CODB \$43,401 \$73,643 \$97,016 \$97,016 \$97,016 \$311,076 NCQA \$15,653 \$15,653 \$16,209 \$17,449 \$17,449 \$64,964 Infastructure (State Fund) (OTO 22/23) \$36,467 \$36,467 Ongoing Additional Funding \$84,285 \$47,200 \$47,200 \$131,485 \$86,896 \$86,896 Fund Reallocation FY24-25 CODB (12/19/24) \$16,166 \$16,166 \$16,166 FY24-25 OTO (01/09/25) \$351,850 \$351,850 \$351,850 Total DAS Revenue \$790,199 \$614,413 \$816,590 \$693,849 \$368,016 \$1,061,865 \$3,283,067 PER MEAL COST. DAS 8.59 \$ 8.88 8.90 10.27 8.04 0.21 9.11 PER MEAL COST (with NCQA), DAS \$ 8.40 \$ 8 84 \$ 9.07 9 14 \$ 0.13 9 27 10 48 Non DAS Revenues Project Income \$56,165 \$42,978 \$42,978 \$42,978 \$42,978 \$185,099 Agency Cash- Fundraising \$415,439 \$446,726 \$411,846 \$436,073 \$372,311 \$1,646,322 Agency In-kind Volunteer \$156,083 \$156.083 \$156,083 \$156.083 \$156,083 \$624.332 NCQA Revenue \$70 \$70 \$70 \$70 \$70 \$280 Total Non DAS Revenue \$627,757 \$645,857 \$610,977 \$635,204 \$4,368 \$571,442 \$2,456,033 PER MEAL COST, Non DAS \$14.46 \$9.88 \$6.78 \$8.36 \$ (3.37) \$4.99 \$7.84 \$6.78 PER MEAL COST (with NCQA), Non DAS \$14.46 \$9.88 \$8.36 \$ (3.37)\$4.99 \$7.84 TOTAL DAS AND NON DAS REVENUE \$1,417,956 \$1,260,270 \$1,427,567 \$1,329,053 \$372,384 \$1,633,307 \$5,739,100 \$18.47 \$15.66 \$17.26 \$14.10 \$18.11 PER MEAL COST, Total \$22.50 (3.16 PER MEAL COST (with NCQA), Total \$22.86 \$18.72 \$15.85 \$17.50 \$ (3.24) \$14.26 \$18.32 14.18 16.23 16.23 Full Time Equivalent (FTE) 62.87 Prepared by: HSA-CO Review Signature: Meko Ma HSA #1

Appendix B-2, Page 1

| ACCOUNTANT \$63.993 ACCOUNTANT \$63.993 ACCOUNTANT \$69.780 ASSISTANT DIRECTOR OF OPERATIONS \$97.337 DIRECTOR \$137.917 SR CTIR PROGRAM MANAGER NUTRITION \$139.917 SR CTIR PROGRAM MANAGER NUTRITION DEPRATIONS MANAGER HOSPITALITY COORDINATOR \$49.876 SITE COORDINATOR \$37.320 SITE COORDINATOR \$38.470 | 7 Total FTE 2 | % FTE funds to be seen as a seen as | Adjusted FTE 0.23 0.23 0.10 0.50 0.10 0.50 0.10 0.50 0.06 0.03 0.03 0.03 0.03 0.03 0.03 0.0 | 7/1/21 - 6/30/22 Budgeted Salary \$14,718 \$8,078 \$11,819 \$11,800 \$3,275 \$3,275 \$4,590 \$4,590 \$7,464 \$7,503 \$4,590 \$3,306 \$4,590 \$3,306 \$3,300 \$2,418 \$4,306 \$3,300 | Agency T Arnual Full Time Saliny for \$63,993 \$60,780 \$67,393 \$137,917 \$93,600 \$456,281 \$49,875 \$37,320 \$44,927 \$37,514 \$50,204 \$43,056 \$42,182 \$43,056 \$42,182 \$43,056 \$42,182 \$43,056 \$42,182 \$43,056 \$42,182 \$43,056 \$42,182 \$43,056 \$42,182 \$43,056 \$42,182 \$43,056 \$42,182 \$43,056 \$42,182 \$43,056 \$44,056 | Total FTE 0.29 0.12 0.15 0.08 0.38 0.45 0.23 0.50 0.50 0.50 0.50 0.50 0.50 | 9 79% 5 83% 5 80% 8 75% 8 75% 8 79% 5 80% 6 80% 0 80% 0 80% 0 70% 3 70% 3 70% 3 70% 1 70% 0 80% 0 80% 0 80% 0 80% | Adjusted FTE 0.23 0.10 0.12 0.25 0.30 0.30 0.30 0.40 0.40 0.40 0.40 0.40 | Salari 7/1/22 - 6/30/23 Budgeted Salary \$14,718 \$4,718 \$5,072 \$1,680 \$22,0261 \$20,261 \$14,708 \$14,708 \$14,708 \$15,007 \$15,007 \$15,007 \$15,007 \$17,003 \$4,351 \$17,003 \$4,351 \$17,003 \$1,107 \$17,003 \$1,107 \$17,003 \$1,107 \$1, | Agency T. Annual Full Time Saleary for Tis 1993 853,937 850,780 897,337 813,907 835,000 866,281 849,875 837,330 849,875 847,332 841,927 837,340 841,927 837,340 841,927 837,340 841,927 837,340 841,927 837,340 841,937 838,764 850,294 841,936 841,93 | otals | HSA Proc 6-TE funded by HSA (Max 100%) 79% 83% 80% 75% 79% 80% 79% 79% 80% 70% 70% 80% 70% 80% 80% 80% 80% 80% 80% 80% 80% 80% 8 | Adjusted FTE 0.23 0.10 0.12 0.06 0.30 0.30 0.30 0.30 0.30 0.30 0.30 | 7/1/23 - 6/30/24 Budgeted Salary \$14.71 \$0.078 \$14.878 \$1.820 \$2.205 \$2.205 \$2.205 \$3.206 \$3 | Agency T. Annual Full Time Salary for FTS 93.98 Se0.780 Se0.78 | 7 Total FTE | HSA Program % FTE unided by HSA (Mex 100%) 75% 83% 80% 75% 75% 100% 100% 100% 100% 100% 100% 100% 10 | Adjusted FTE 0.23 0.10 0.12 0.38 0.50 0 | Current 7/1/24 - 6/30/25 8udpeted Salary \$14,718 \$6,078 \$11,818 \$11,860 \$31,275 \$28,205 \$28,205 \$32,805 \$43,20 | Modification (2/1/2026/9/02/02/5) 7/1/24 - 6/30/25 7/1/24 - 6/30/25 8u/dgeted Salary 8u/dgeted Salary 8u/dgeted Salary 9u/dgeted Salary 9u/dge | Revised 7/1/24 - 6/30/25 80/78 - 80/78 814,718 96,078 811,818 96,078 811,800 83,275 98,205 98 | (Total) 7/1/21 - 9/30/2 Budoeted Salata \$24.31 \$24.31 \$37.55 \$46.77 \$77.91 \$370.91 \$370.91 \$370.91 \$370.91 \$370.91 \$370.91 \$370.91 \$370.91 \$370.91 \$370.91 \$370.91 \$370.91 \$370.91 \$370.91 |
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| SITE COORDINATOR #8 \$37,514 SITE COORDINATOR #8 \$37,470 BRIVER #1 \$37,370 BRIVER #2 \$37,320 BRIVER #8 \$34,281 BRIVER #8 \$34,281 BRIVER #8 \$38,478 BRIVER #9 \$38,478 BRIVER #9 \$38,478 BRIVER #9 \$38,478 BRIVER BRIVER #9 \$38,478 BRIVER BRIVER #9 \$38,478 BRIVER #9 \$38,478 BRIVER #9 \$38,350 BRIVER #9 \$37,350 BRIVER #9 \$34,281 BRIVER #9 \$34,281 BRIVER #9 \$34,281 BRIVER #9 \$34,281 BRIVER #9 \$38,478 | 0.5
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| DRIVER #3 \$42 891 | 0.1:
0.1:
0.1:
0.0:
0.1:
0.3:
0.3: | 1.13 82
1.13 82
1.13 82
1.13 82
1.08 88
1.10 86
1.30 46 | % 0.11
% 0.11
% 0.11
% 0.07
% 0.08
% 0.12
% 0.12 | \$4,557
\$4,088
\$3,902
\$2,412
\$4,336
\$8,998
\$9,734
\$130,159
 | \$43,056
\$43,056
\$42,182
\$43,493
\$54,203
\$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.13
0.13
0.13
0.01
0.10
0.30
0.30 | 3 70%
3 70%
3 70%
3 70%
1 70%
0 80%
0 80%
0 80% | 0.09
0.09
0.09
0.01
0.08
0.24 |
\$3,956
\$3,956
\$3,876
\$320
\$4,336
\$17,996
\$19,469
\$225,469 | \$43,056
\$43,056
\$42,182
\$43,493
\$54,203
\$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.13
0.13
0.13
0.01
0.01
0.10
0.30 | 70%
70%
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70%
80%
80%
80% | 0.09
0.09
0.09
0.01
0.08
0.24 | \$3,956
\$3,956
\$3,876
\$320
\$4,336
\$17,996
\$19,469
\$235,469 |
\$43,056
\$43,056
\$42,182
\$43,493
\$54,203
\$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.13
0.13
0.13
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0.01
0.30 | 100%
100%
100%
100%
100%
100%
100% | 0.13
0.13
0.13
0.01
0.01
0.10
0.30 | \$3,956
\$3,956
\$3,876
\$320
\$4,336
\$17,996
\$19,469
\$235,469
 | \$1,695
\$1,696
\$1,660
\$137
\$1,084
\$4,499
\$4,867
\$40,398 | \$5,651
\$6,651
\$5,536
\$457
\$5,420
\$22,495
\$24,336
\$275,867 | \$18,1
\$17,6
\$17,1
\$3,5
\$18,4
\$67,4
\$73,0
\$876,5
 |
| DRIVER #4 \$38,478 DRIVER #5 \$38,720 ON CALL DRIVER (1) \$53,646 NUTRITION SERVICE COORDINATOR \$45,420 VOLUNTERE PROVICE COORDINATOR \$45,420 VOLUNTERE PROVICE COORDINATOR \$41,020 Fringe Benefits Rate 2285 Employee Fringe Benefits \$1,15,194 Total DAS Salaries and Benefits \$1,427,448 **Total DAS Salaries and Benefits \$1,427,448 **Annual Full Time Salaries \$1 | 0.1:
0.0:
0.0:
0.1:
0.3:
0.3: | 1.13 85
1.13 85
1.08 85
1.10 86
1.30 46
1.30 46 | % 0.11
% 0.11
% 0.07
% 0.08
% 0.12
% 0.12 | \$4,088
\$3,902
\$2,412
\$4,336
\$8,998
\$9,734
\$130,159 | \$43,056
\$42,182
\$43,493
\$54,203
\$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.13
0.13
0.01
0.10
0.30
0.30 | 3 70%
3 70%
1 70%
0 80%
0 80% | 0.09
0.01
0.08
0.24
0.24 | \$3,956
\$3,876
\$320
\$4,336
\$17,996
\$19,469
\$235,469 | \$43,056
\$42,182
\$43,493
\$54,203
\$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.13
0.13
0.01
0.10
0.30
0.30 | 70%
70%
70%
80%
80%
80% | 0.09
0.09
0.01
0.08
0.24
0.24 | \$3,956
\$3,876
\$320
\$4,336
\$17,996
\$19,469
\$235,469 | \$43,056
\$42,182
\$43,493
\$54,203
\$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.13
0.13
0.01
0.10
0.30
0.30 | 100%
100%
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100%
100%
100% | 0.13
0.13
0.01
0.10
0.30
0.30 | \$3,956
\$3,876
\$320
\$4,336
\$17,996
\$19,469
\$235,469 | \$1,695
\$1,660
\$137
\$1,084
\$4,499
\$4,867
\$40,398 | \$5,651
\$5,536
\$457
\$5,420
\$22,495
\$24,336
\$275,867 | \$17,6
\$17,1
\$3,5
\$18,4
\$67,4
\$73,0
\$876,6 |
| ON CALL DRIVER (1) \$35,464 NUTITITION SETVICE COORDINATOR \$4,203 VOLUNTERIN PROGRAM MANAGER \$74,884 JOLINERY SUPERVISOR \$81,120 Fotal \$1,115,194 Fringe Benefits \$1,115,194 Fringe Benefits \$312,224 Total DAS Salaries and Benefits \$1,427,448 Non DAS Salaries and Benefits Annual Full Time Salary for FEE Time Salary for FEE ACCOUNTANT \$63,993 ADMINISTRATIVE SECRETARY \$90,780 ASSISTANT DEFORTOR FO POPERATIONS \$97,337 DIRECTOR \$313,917 SR. CTE RROGRAM MANAGER NUTRITION OPERATIONS MANAGER NUTRITION OPERATIONS MANAGER \$93,800 NUTRITION OPERATIONS MANAGER \$93,800 NUTRITION OPERATIONS MANAGER \$94,876 MUSTRE COORDINATOR # \$99,876 SITE COORDINATOR # \$37,200 SITE COORDINATOR # \$37,200 DRIVER # \$37,200 DRIVER # \$37,200 DRIVER # \$38,42,81 | 0.0
0.1
0.3
0.3 | 1.08 85
1.10 86
1.30 46
1.30 46 | % 0.07
% 0.08
% 0.12
% 0.12 | \$2,412
\$4,336
\$8,998
\$9,734
\$130,159
\$36,445
 | \$43,493
\$54,203
\$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.01
0.10
0.30
0.30 | 1 70%
0 80%
0 80%
0 80% | 0.01
0.08
0.24
0.24 |
\$4,336
\$17,996
\$19,469
\$235,469 | \$43,493
\$54,203
\$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.01
0.10
0.30
0.30 | 70%
80%
80%
80% | 0.01
0.08
0.24
0.24 | \$320
\$4,336
\$17,996
\$19,469
\$235,469
\$65,931 |
\$43,493
\$54,203
\$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.01
0.10
0.30
0.30 | 100%
100%
100%
100% | 0.01
0.10
0.30
0.30 | \$320
\$4,336
\$17,996
\$19,469
\$235,469
\$65,931
 | \$137
\$1,084
\$4,499
\$4,867
\$40,398 | \$5,536
\$457
\$5,420
\$22,495
\$24,336
\$275,867 | \$3.5
\$18,4
\$67,4
\$73,0
\$876,5
\$245,5
 |
| NUTRITION SERVICE COORDINATOR | 0.1
0.3
0.3 | 1.08 85
1.10 86
1.30 46
1.30 46 | % 0.07
% 0.08
% 0.12
% 0.12 | \$4,336
\$8,998
\$9,734
\$130,159
\$36,445
 | \$54,203
\$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.10
0.30
0.30 | 0 80%
0 80%
0 80% | 0.01
0.08
0.24
0.24 |
\$4,336
\$17,996
\$19,469
\$235,469
\$65,931 | \$54,203
\$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.10
0.30
0.30 | 80%
80%
80% | 0.08
0.24
0.24 | \$4,336
\$17,996
\$19,469
\$235,469
\$65,931 |
\$54,203
\$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.10
0.30
0.30 | 100%
100%
100% | 0.10
0.30
0.30 | \$4,336
\$17,996
\$19,469
\$235,469
\$65,931
 | \$1,084
\$4,499
\$4,867
\$40,398
\$11,312 | \$5,420
\$22,495
\$24,336
\$275,867 | \$3.5
\$18,4
\$67,4
\$73,0
\$876,5
\$245,5
 |
| VOLUNTERP PROGRAM MANAGER | 0.3 | 1.30 40 | % 0.12
% 0.12 | \$8,998
\$9,734
\$130,159
\$36,445
 | \$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.30 | 0 80%
0 80% | 0.24
0.24 |
\$17,996
\$19,469
\$235,469
\$65,931 | \$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.30
0.30 | 80%
80% | 0.24
0.24 | \$17,996
\$19,469
\$235,469
\$65,931 |
\$74,984
\$81,120
\$1,193,058
28%
\$334,056 | 0.30
0.30 | 100%
100% | 0.30
0.30 | \$17,996
\$19,469
\$235,469
\$65,931
 | \$4,499
\$4,867
\$40,398
\$11,312 | \$22,495
\$24,336
\$275,867
\$77,243 | \$67.4
\$73.0
\$876.9
\$245.5
 |
| DELIVERY SUPERVISOR \$81,120 | 0.3 | .30 40 | % 0.12 | \$9,734
\$130,159
\$36,445
 | \$81,120
\$1,193,058
28%
\$334,056 | 0.30 | 0 80% | 0.24 |
\$19,469
\$235,469
\$65,931 | \$81,120
\$1,193,058
28%
\$334,056 | 0.30 | 80% | 0.24 | \$19,469
\$235,469
\$65,931 |
\$81,120
\$1,193,058
28%
\$334,056 | 0.30 | 100% | 0.30 | \$19,469
\$235,469
\$65,931
 | \$4,867
\$40,398
\$11,312 | \$24,336
\$275,867
\$77,243 | \$73,0
\$876,9
\$245,5
 |
| Total | | | | \$130,159
\$36,445
 | \$1,193,058
28%
\$334,056 | | | |
\$235,469
\$65,931 | \$1,193,058
28%
\$334,056 | | | | \$235,469
\$65,931 |
\$1,193,058
28%
\$334,056 | | | | \$235,469
\$65,931
 | \$40,398
\$11,312 | \$275,867
\$77,243 | \$876,9
\$245,5
 |
Fringe Benefits Rate 28% Employee Fringe Benefits \$312.254 Total DAS Salaries and Benefits \$1.427.448 Total DAS Salaries and Benefits \$1.427.448 Non DAS Salaries & Benefits Annual Full Tense Salaries Salaries & Benefits Annual Full Tense Salaries Salaries & Benefits File Salaries Salaries & Benefits Salaries Salaries & Benefits Salaries Sa	70	12.100	19 A14	\$36,445	28% \$334,056	0.40	10003	77227	\$65,931	28% \$334,056	5.45	1000 10	7.67	\$65,931	28% \$334,056	0.40	100010	3.03	\$65,931	\$11,312	\$77,243	\$245,5
Salaries and Benefits																						
 | \$334,056 | | | |
 | \$334,056 | | | | | \$334,056
 | | | |
 | | |
 |
Non DAS Salaries and Benefits \$1,427,448				
 | 430 1,000 | | | |
 | ****** | | | | |
 | | | |
 | | |
 |
| Agency Total | | | | \$166,604
 | \$1,527,114 | | | |
\$301,400 | \$1,527,114 | | | | 6204 400 | \$1 527 114
 | | | | \$301,400
 | \$51,710 | \$353,110 | ** ***
 |
Annual Full Annual Full Imme Salary for Fundamental Full Annual Full Annual Full Imme Salary for Fundamental Full ACCOUNTANT ASSISTANT DRECTOR OF OPERATIONS B90.780 ASSISTANT DRECTOR OF OPERATIONS B197.877 SR. CTR PROGRAM MANAGER-NUTRITION SISTANT ON PROGRAM COORDINATOR NUTRITION OPERATIONS MANAGER NUTRITION PROGRAM COORDINATOR S90.281 NUTRITION PROGRAM COORDINATOR S90.287 SITE COORDINATOR # S91.297 SITE COORDINATOR # S93.730 DRIVER # S97.200 S														\$301,400	\$1,027,114					. , ,		\$1,122,5
Annual Full Imme Salisry for Time Salisry for																				Modification		
Annual Full Imme Salary for Time Salary for To ACCOUNTANT																						
 | | | | |
 | | | | | |
 | | | | Current
 | (2/1/2025-6/30/2025) | Revised | (Total)
 |
| Position Title | otals | HSA I | rogram | 7/1/21 - 6/30/22
 | Agency T | Totals | HSA Prog | ram | 7/1/22
- 6/30/23 | Agency T | otals | HSA Prog | gram | 7/1/23 - 6/30/24 | Agency To
 | otals | HSA Progra | am | 7/1/24 - 6/30/25
 | 7/1/24 - 6/30/25 | 7/1/24 - 6/30/25 | 7/1/21 - 6/30/2
 |
| Position Title | | % FTE funde | |
 | Annual Full
Time Salary for | | % FTE funded
by HSA | |
 | Annual Full
Time Salary for | 9 | 6 FTE funded | | | Annual Full
 | | % FTE funded | |
 | | |
 |
| ADMINISTRATIVE SECRETARY ASSISTANT DIRECTOR OF OPERATIONS 97.337 DIRECTOR ST. CTR. PROGRAM MANAGER-NUTRITION ST. CTR. PROGRAM MANAGER-NUTRITION ST. CTR. PROGRAM MANAGER NUTRITION OPERATIONS MANAGER NUTRITION PROGRAM COORDINATOR HOSPITALITY COORDINATOR STEE COORDINATOR #1 ST. | Total FTE | by HSA
E (Max 100%) | Adjusted
FTE | Budgeted Salary
 | FTE | Total FTE | | Adjusted
FTE | Budgeted Salary
 | FTE | Total FTE | by HSA
(Max 100%) | Adjusted
FTE | Budgeted Salary | Time Salary for
FTE
 | Total FTE | by HSA
(Max 100%) | Adjusted
FTE | Budgeted Salary
 | Budgeted Salary | Budgeted Salary | Budgeted Salar
 |
| ASSISTANT DIRECTOR OF OPERATIONS \$97.337 DIRECTOR \$137.917 SR. CTR PROGRAM MANAGER-NUTRITION \$93.600 NUTRITION OPERATIONS MANAGER NUTRITION PROGRAM COORDINATOR \$60.281 HOSPITALITY COORDINATOR \$49.875 SITE COORDINATOR #1 \$37.330 SITE COORDINATOR #3 \$41.927 SITE COORDINATOR #4 \$37.540 DRIVER #1 \$37.470 DRIVER #2 \$37.320 DRIVER #2 \$37.320 DRIVER #3 \$42.891 | 0.2 | | % 0.06 | \$3,840
 | \$63,993 | 0.29 | 9 21% | 0.06 |
\$3,840 | \$63,993 | 0.29 | 21% | 0.06 | \$3,840 | \$63,993
 | 0.29 | 21% | 0.06 | \$3,840
 | | \$3,840 | \$15,36
 |
| DIRECTOR \$137.917 SR CTR PROGRAM MANAGER.NUTRITION \$93.900 NUTRITION OPERATIONS MANAGER \$93.900 NUTRITION PROGRAM COORDINATOR \$56.281 HOSPITALITY COORDINATOR \$49.975 SITE COORDINATOR #1 \$37.320 SITE COORDINATOR #2 \$41.927 SITE COORDINATOR #3 \$37.514 DRIVER #1 \$37.470 DRIVER #2 \$37.320 DRIVER #2 \$37.320 DRIVER #3 \$42.801 DRIVER #4 \$38.478 | 0.1 | | | \$1,216
 | \$60,780 | 0.12 | | 0.02 |
\$1,216 | \$60,780 | 0.12 | 17% | 0.02 | \$1,216 | \$60,780
 | 0.12 | 17% | 0.02 | \$1,216
 | | \$1,216 | \$4,8
 |
| SR. CTR PROGRAM MANAGER-NUTRITION \$93,900 | 0.1 | | | \$2,920
 | \$97,337 | 0.15 | | 0.03 |
\$2,921 | \$97,337 | 0.15 | 20% | 0.03 | \$2,921 | \$97,337
 | 0.15 | 20% | 0.03 | \$2,921
 | | \$2,921 | \$11,6
 |
| NUTRTION PERATIONS MANAGER NUTRTION PROGRAM COORDINATOR \$56,281 HOSPITALITY COORDINATOR \$49,876 SITE COORDINATOR \$1 SITE COORDINATOR \$1 SITE COORDINATOR \$2 SITE COORDINATOR \$2 SITE COORDINATOR \$2 SITE COORDINATOR \$3 S7,514 DRIVER \$1 STRECOORDINATOR \$4 DRIVER \$1 STRECOORDINATOR \$4 STRECOORDINATOR \$4 DRIVER \$1 STRECOORDINATOR \$4 STRECOO | 0.0 | | | \$2,758
\$4,514 | \$137,917 | 0.08 | | 0.02 | \$2,758
\$7,309 | \$137,917
\$93.600 | 0.08 | 25%
21% | 0.02 | \$2,758
\$7,309 | \$137,917
\$93,600 | 0.08 | 25%
21% | 0.02 | \$2,758
\$7,309 | | \$2,758
\$7,309 | \$11,0
\$26.4 |
| NUTRITION PROGRAM COORDINATOR \$56.281 HOSPITALITY COORDINATOR \$49.875 SITE COORDINATOR #1 \$37.320 SITE COORDINATOR #2 \$41.927 SITE COORDINATOR #3 \$37.514 SITE COORDINATOR #4 \$37.514 DRIVER #1 \$37.470 DRIVER #2 \$37.320 DRIVER #3 \$42.891 DRIVER #4 \$38.478 | 0.0 | 100 | | \$4,514
 | \$93,600 | 0.30 | 8 21% | 0.00 |
\$7,309 | \$93,000 | 0.30 | 100% | 0.00 | \$7,309 | \$93,000
 | 0.30 | 100% | 0.00 | \$7,309
 | | \$7,309 | \$20,4
 |
| HOSPITALITY COORDINATOR | 0.4 | | | \$15,195
 | \$56,281 | 0.45 | | 0.09 |
\$5.066 | \$56.281 | 0.45 | 20% | 0.09 | \$5,066 | \$56,281
 | 0.45 | 20% | 0.09 | \$5.066
 | | \$5.066 | \$30,3
 |
| SITE COORDNATOR #2 \$41,927
SITE COORDNATOR #3 \$37,514
SITE COORDNATOR #4
DRIVER #1 \$37,470
DRIVER #2 \$37,250
DRIVER #3 \$42,991 | 0.2 | | | \$6,882
 | \$49,875 | 0.23 | | 0.05 |
\$2,493 | \$49,875 | 0.23 | 22% | 0.05 | \$2,493 | \$49,875
 | 0.23 | 22% | 0.05 | \$2,493
 | | \$2,493 | \$14,3
 |
| SITE COORDINATOR #3 \$37,514 SITE COORDINATOR #4 \$37,470 DRIVER #1 \$37,470 DRIVER #2 \$37,320 DRIVER #3 \$42,891 DRIVER #4 \$38,478 | 0.5 | | | \$11,196
 | \$37,320 | 0.50 | | 0.10 |
\$3,732 | \$37,320 | 0.50 | 20% | 0.10 | \$3,732 | \$37,320
 | 0.50 | | | \$3,732
 | (\$3,732) | | \$18,6
 |
| SITE COORDINATOR #4 DRIVER #1 \$37,470 DRIVER #2 \$37,320 DRIVER #3 \$42,891 DRIVER #4 \$38,478 | 0.5 | | | \$12,579
 | \$41,927 | | | 0.10 |
\$4,192 | \$41,927 | 0.50 | 20% | 0.10 | \$4,192 | \$41,927
 | 0.50 | | | \$4,192
 | (\$4,192) | | \$20,9
 |
| DRIVER #1 \$37,470 DRIVER #2 \$37,320 DRIVER #3 \$42,891 DRIVER #4 \$38,478 | 0.5 | 1.50 60 | | \$11,254
 | \$37,514
\$36,764 | 0.50 | | 0.10 |
\$3,751
\$3,676 | \$37,514
\$36,764 | 0.50 | 20%
20% | 0.10 | \$3,751
\$3,676 | \$37,514
\$36,764
 | 0.50
0.50 | | | \$3,751
\$3,676
 | (\$3,751)
(\$3,676) | | \$18,7
\$7,3
 |
| DRIVER #2 \$37,320 DRIVER #3 \$42,891 DRIVER #4 \$38,478 | 0.2 | | | \$1,499
 | \$36,764
\$50,294 | 0.50 | | 0.10 |
\$3,676 | \$36,764
\$50,294 | 0.50 | 30% | 0.10 | \$3,676
\$7.544 | \$36,764
\$50,294
 | 0.50 | | | \$3,676
\$7,544
 | (\$3,676)
(\$7,544) | | \$7,3
\$16,5
 |
| DRIVER #3 \$42,891 DRIVER #4 \$38,478 | 0.1 | | | \$887
 | \$47,362 | 0.13 | | 0.13 |
\$1,865 | \$47,362 | 0.13 | 30% | 0.13 | \$1,865 | \$47,362
 | 0.13 | | | \$1,865
 | (\$1,865) | | \$4,6
 |
| 514421494 | 0.1 | .13 18 | % 0.02 | \$1,019
 | \$43,056 | 0.13 | 3 30% | 0.04 |
\$1,695 | \$43,056 | 0.13 | 30% | 0.04 | \$1,695 | \$43,056
 | 0.13 | | | \$1,695
 | (\$1,695) | | \$4,4
 |
| DDI//ED #6 | 0.1 | .13 18 | % 0.02 | \$914
 | \$43,056 | 0.13 | 3 30% | 0.04 |
\$1,695 | \$43,056 | 0.13 | 30% | 0.04 | \$1,695 | \$43,056
 | 0.13 | | | \$1,695
 | (\$1,695) | | \$4,3
 |
| | 0.1 | | | \$872
 | \$42,182 | 0.13 | | 0.04 |
\$1,661 | \$42,182 | 0.13 | 30% | 0.04 | \$1,661 | \$42,182
 | 0.13 | | | \$1,661
 | (\$1,661) | | \$4,1
 |
| ON CALL DRIVER (1) \$35,464 | 0.0 | | | \$425
 | \$43,493 | 0.01 | | 0.00 | \$137
 | \$43,493 | 0.01 | 30% | 0.00 | \$137 | \$43,493
 | 0.01 | | | \$137
 | (\$137)
(\$1.084) | | \$6
 |
| NUTRITION SERVICE COORDINATOR \$54,203 VOLUNTEER PROGRAM MANAGER \$74,984 | 0.1 | | | \$1,084
\$13,497
 | \$54,203
\$74,984 | 0.10 | | 0.02 |
\$1,084
\$4,499 | \$54,203
\$74,984 | 0.10 | 20%
20% | 0.02 | \$1,084
\$4,499 | \$54,203
\$74,984
 | 0.10 | | | \$1,084
\$4,499
 | (\$1,084)
(\$4,499) | | \$3,2
\$22,4
 |
| DELIVERY SUPERVISOR \$81,120 | 0.3 | | | \$14,602
 | \$81,120 | 0.30 | | 0.06 |
\$4,867 | \$81,120 | 0.30 | 20% | 0.06 | \$4,867 | \$81,120
 | 0.30 | | | \$4,867
 | (\$4,867) | | \$24,3
 |
| IN-KIND VOLUNTEERS (5.36) \$29,120 | 5.3 | .36 100.00 | % 5.36 | \$156,083
 | \$29,120 | 5.36 | 6 100% | 5.36 |
\$156,083 | \$29,120 | 5.36 | 100% | 5.36 | \$156,083 | \$29,120
 | 5.36 | 100% | 5.36 | \$156,083
 | \ 2.222 | \$156,083 | \$624,3
 |
| Totals \$1,144,314 | 9.7 | .77 989.75 | % 7.37 | \$263,236
 | \$1,222,178 | 10.79 | 9 664.68% | 6.56 |
\$222,084 | \$1,222,178 | 10.79 | 664.68% | 6.56 | \$222,084 | \$1,222,178
 | 10.79 | 344.68% | 5.71 | \$222,084
 | (\$40,398) | \$181,686 | \$889,09
 |
| | | | | r
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 | | | | | |
 | | | |
 | | |
 |
| Fringe Benefits Rate 28% Employee Fringe Benefits \$320,408 | | | | \$73,706
 | 28%
\$342,210 | | | |
\$62,184 | 28%
\$342,210 | | | | \$62,184 | 28%
\$342,210
 | | | | \$62,184
 | (\$11,312) | \$50,872 | \$248,94
 |
| | | | | |
 | | | | |
 | | | | | |
 | | | |
 | | |
 |
| Total Non DAS Salaries and Benefits \$1,464,722 | | | | \$336,942
 | \$1,564,388 | | | |
\$284,268 | \$1,564,388 | | | | \$284,268 | \$1,564,388
 | | | | \$284,268
 | (\$51,710) | \$232,558 | \$1,138,03
 |
| Total DAS and Non DAS Salaries and Benefits \$1,464,722 | | | |
 | | | | |
\$585,668 | \$1,564,388 | | | | \$505.000 | \$1.564.388
 | | | | \$585,668
 | | \$505.000 | £0.000 =
 |
| Benefits \$1,464,722 HSA #2 | | | | \$503,546
 | \$1.564.388 | | | |
 | | | | | \$585,668 | \$1,564,388
 | | | | \$585,668
 | | \$585,668 | \$2,260,55
 |

ogram: Congregate meals for (x) older adults or $()$ adults with disabilities						Ар	pendix B-2, Pag
	Operating	g Expense Detail					
				Current	Modification (2/1/2025- 6/30/2025)	Revised	(Total)
According to the state of the s	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/2
Annual # Meals Contracted FY 21/22 FY 22/23 FY 23/24 FY 24/25	43,416	65,387	90,053	75,950	38,580	114,530	313,386
AS Operating Expenses							
penditure Category Rental of Property							
Jtilities (Elec, Water, Gas, Phone, Garbage)	\$17,490	\$30,980	\$30,980	\$30,980		\$30,980	\$110,4
Office Supplies, Postage	\$250	\$250	\$250	\$250		\$250	\$1,0
Building Maintenance Supplies and Repair Printing and Reproduction	\$47,700 \$650	\$47,700 \$650	\$47,700 \$650	\$47,700 \$650		\$47,700 \$650	\$190,i
nsurance		\$6,600	\$6,600	\$6,600		\$6,600	\$19,
Staff Training Staff Travel-(Local & Out of Town)	0405	0405	0405	0405		0405	
statri Travel-(Local & Out or Town) Rental of Equipment	\$135	\$135	\$135	\$135		\$135	\$
od Cost							
Raw Food per meal Cong Food Svc Supplies per meal							
Catered Meals	\$74,453	\$110,384	\$326,828	\$214,118	\$282,850	\$496,968	\$1,008,6
<u>nsultant</u> Consultant-Translator	\$1,628	\$1,628	\$1,628	\$1,628		\$1,628	\$6,
Catholic Charities	\$11,448	\$11,448	\$11,448	\$11,448		\$11,448	\$45,
<u>her</u> Small equipment & Supplies							
Auto - Fuel/Parking & Insurance							-
Repair/Maintenance							-
Payroll Processing							-
							-
							•
LIDAGO CONTRACTOR CONT	4450 754	4000 775	0.400.040	****	****	4500.050	24 200
tal DAS Operating Expenses	\$153,754	\$209,775	\$426,219	\$313,509	\$282,850	\$596,359	\$1,386,1
on DAS Operating Expenses							
penditure Category Rental of Property							
Jtilities (Elec, Water, Gas, Phone, Garbage)	\$15,510	\$2,020	\$2,020	\$2,020		\$2,020	\$21,
Office Supplies, Postage	040.000	* 40.000	*40.000	040,000		*40.000	
Building Maintenance Supplies and Repair Printing and Reproduction	\$42,300	\$42,300	\$42,300	\$42,300		\$42,300	\$169,2
nsurance	\$6,600						\$6,
Staff Training							-
Staff Travel-(Local & Out of Town) Rental of Equipment	\$2,000						\$2,
tonal of Equipmont	\$2,000						
od Cost							
Raw Food per meal Cong Food Svc Supplies per meal							-
Catered Meals	\$180,181	\$273,045	\$238,165	\$262,392	(\$12,052)	\$250,340	\$941,
<u>onsultant</u> Consultant-Translator	\$372	\$372	\$372	\$372		\$372	\$1,4
Catholic Charities	\$10,152	\$10,152	\$10,152	\$10,152		\$10,152	\$40,
<u>her</u> Small equipment & Supplies	\$5,800	\$5,800	\$5,800	\$5,800		\$5,800	\$23,
Auto - Fuel/Parking & Insurance	\$8,500	\$8,500	\$8,500	\$8,500		\$8,500	\$34,
Repair/Maintenance	\$2,800	\$2,800	\$2,800	\$2,800		\$2,800	\$11,
Payroll Processing Freezer Rental	\$800 \$10,200	\$800 \$10,200	\$800 \$10,200	\$800 \$10,200		\$800 \$10,200	\$3, \$40,
/an Deep Cleaning	\$5,460	\$5,460	\$5,460	\$5,460		\$5,460	\$21,
atal Non DAS Operating Expenses	\$290,675	\$361,449	\$326,569	\$350,796	(\$12,052)	\$338,744	\$1,317,
The same operating expenses	\$250,075	¥301,449	\$320,009	φ350, <i>t</i> 36	(\$12,052)	¥330,144	\$1,317,
	\$444,429	\$571,224	\$752,788	\$664,305	\$270,798	\$935,103	\$2,703,
ital DAS and Non DAS Operating Expenses							

Program: Congregate meals for (x) older adults or (() adults with disal	bilities				Арр	endix B-2, Page 4
	Сар	ital & Subcontra	actor Expenditu	re Detail			
					Modification (2/1/2025		
DAS Capital Expenditure Equipment (Qty)	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	Current 7/1/24 - 6/30/25	6/30/2025) 7/1/24 - 6/30/25	Revised 7/1/24 - 6/30/25	(Total) 7/1/21 - 6/30/25
Outdoor Patio Tables	\$5,160					.,,,,_,	\$5,160
Outdoor Patio Chairs	\$9,000						\$9,000
Commercial Air Purifiers Insulated Meal Transportation Bags	\$10,000 \$600						\$10,000 \$600
Kitchen Equipment	\$600	\$3,461					\$3,461
Total Equipment Cost	\$24,760	\$3,461					\$28,221
Domodoling	7/1/21 6/20/22	7/4/22 6/20/22	7/1/23 - 6/30/24	7/1/04 6/20/25	7/1/24 6/20/25	7/4/94 6/20/95	7/1/04 6/20/05
Remodeling Outdoor flooring/pavers (HCBS Eligible)	7/1/21 - 6/30/22	7/1/22 - 6/30/23 \$33,006	1/1/23 - 0/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25 \$33,006
		, , , , , ,					, , , , , , , , , , , , , , , , , , , ,
Tatal Daniel della a Cont		622.000					¢22.00¢
Total Remodeling Cost		\$33,006				1	\$33,006
Subcontractor	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Total Subcontractor Cost							
						•	
Other Control of the	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
21-22 One Time Cost increase	\$400,595						\$400,595
Total Subcontractor Cost	\$400,595						\$400,595
Total DAS Capital & Subcontractor Expenditure	\$425,355	\$36,467				1	\$461,822
	+,	7,					+
Non DAS Capital Expenditure				Current	Modification (2/1/2025-6/30/2025)	- Revised	(Total)
Equipment (Qty)	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
_							
Total Equipment Cost							
Remodeling	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Total Remodeling Cost							
						•	
	=///2/ 0/20/20		=,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	=	=///04		=
Subcontractor	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
T-1101							
Total Subcontractor Cost							
Other	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
					-		-
Total Subcontractor Cost							
Total Subcontractor Cost							
Total Subcontractor Cost Total Non DAS Capital & Subcontractor Expenditure							
Total Non DAS Capital & Subcontractor Expenditure Total DAS and Non DAS Capital & Subcontractor							
Total Non DAS Capital & Subcontractor Expenditure	\$425,355	\$36,467					\$461,822

Program: Congregate meals for (x) older adult	s or () adults with disab	ilities										Apı	pendix B-2, Page
					NCQA Exper	nditure Detai	il						
										Current	Modification (2/1/2025)	Revised	(Total)
DAS NCQA Expenditure	Unit price	Unit	7/1/21 - 6/30/22	7/1/22 - 6/30/23	Unit price	Unit	7/1/23 - 6/30/24	Unit price	Unit	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Menu planning and nutrition analysis	\$1,061 /set	1.00	\$1,061	\$1,061	\$1,061 /set	1.00	\$1,061	\$1,061 /set	1.00	\$1,061	1/1/24 - 6/30/23	\$1,061	\$4,24
Kitchen and food service monitoring	\$876	4.00	\$3,504	\$3,504	\$876	4.00	\$3,504	\$876	4.00	\$3,504		\$3,504	\$14.01
Congregate site monitoring	\$294	24.00	\$7,056	\$7,056	\$294	28.00	\$8,232	\$294	28.00	\$8,232		\$8,232	\$30,57
Nutrition education	\$155	24.00	\$3,720	\$3,720	\$155	20.00	\$3,100	\$155	28.00	\$4,340		\$4,340	\$14,88
Nutrition counseling (optional)	/hour	21.00	ψ0,7 <u>2</u> 0	\$0,120	/hour	20.00	ψ0,100	/hour	20.00	ψ1,010		ψ1,010	\$11,00
In-service training	\$78.00 /training	4.00	\$312	\$312	\$78.00 /training	4.00	\$312	\$78.00 /training	4.00	\$312		\$312	\$1,24
Total DAS NCQA Expenditure	, , , , , , , , , , , , , , , , , , , ,		\$15,653	\$15,653			\$16,209	,		\$17,449		\$17,449	\$64,96
•													
											Modification (2/1/2025		
г										Current	6/30/2025)	Revised	(Total)
Non DAS NCQA Expenditure	Unit price	Unit	7/1/21 - 6/30/22	7/1/22 - 6/30/23	Unit price	Unit	7/1/23 - 6/30/24	Unit price	Unit	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Menu planning and nutrition analysis	\$4.54 /set	1.00	\$5	\$5	\$4.54 /set	1.00	\$5	/set	1.00	\$5		\$5	\$18
Kitchen and food service monitoring	\$2.85	4.00	\$11	\$11	\$2.85	4.00	\$11		4.00	\$11		\$11	\$46
Congregate site monitoring	\$0.79	24.00	\$19	\$19	\$0.68	28.00	\$19		28.00	\$19		\$19	\$76
Nutrition education	\$1.42	24.00	\$34	\$34	\$1.70	20.00	\$34		28.00	\$34	\$ -	\$34	\$136
Nutrition counseling (optional)	/hour				/hour			/hour			\$ -		
In-service training	\$0.25 /training	4.00	\$1	\$1	\$0.25 /training	4.00	\$1	/training	4.00	\$1		\$1	\$4
Total Non DAS NCQA Expenditure			\$70	\$70			\$70			\$70		\$70	\$280
				1								1	
												A4=	***
Total DAS and Non DAS NCQA Expenditure			\$15,723	\$15,723			\$16,279			\$17,519		\$17,519	\$65,244

	A	PPENDIX F-1 - ANNUAL SITE	CHART - CONGREGATE MEA	LS	OFFICE OF COMMU	NITY PARTNERSHIPS	=	
							_	
	On Lok 30th Street Senior Cen						_	
	: 225 30th Street San Francisco						_	
	John Blazek, Executive Director			: jblazek@onlok.org		628-208-8488	=	
PROGRAM MANAGER:	Sandra Rivas, Director of Seni			: srivas@onlok.org		415-550-2273	=	
	William Goodness, Nutrition Pr	rogram Manager	EMAIL	william.goodness@onlok.org	PHONE NO.:	628-345-3529	=	
Congregate Program Type (ENP or Adults with Disabilities program)	ENP	ENP	ENP	ENP	ENP	ENP	ENP	Total ALL Sites
Name of Site	30th Street Senior Center	Bernal Heights Neighborhood Center	Excelsior Senior Center	OMI Senior Center	Adult Day Support SF	Stonestown Senior Center	Mission YMCA	
	225 30th Street	515 Cortland	4468 Mission St	1111 Junipero Serra	52 Broad St	3150 20th Ave	4080 Mission Street	
Address and Zip	94131	94110	94112	94132	94112	94132	94112	
Dhana Numban	415-550-2210	415-206-2142	415-206-2140	415-334-5550	415-452-3500	415-242-7118	(415) 586-6900	
Phone Number			2 20		5555		, 5500	
Alternate Phone Number	Mission/Noe Valley	Bernal Heights	Mission/Excelsior	Ocean/Merced/Ingleside	Ocean/Merced/Ingleside	Sunset/Lake Merced	St. Marys Park	
Neighborhood	wission/Noe valley	Dernai neignis		,		ourseviake Werced	ot. Iviallys Park	
Supervisorial District No.	8	9	11	11	11		8	
Bus Line #	J, 24, 36, 14, 49	24, 48	24, 14, 49	М	M, 9	M, 17, 18, 28, 29	14, 49	
Site Manager/Coordinator	Diana Solis	Gloria Reyes	Martha Pienda	Tiffany Huynh	Diane Prell	Miguel Cabezas	Hazel Barry	
Site Hours Open	M-Sat 8:30am-5:00pm Holidays 8:30-	9:00am-5pm	9:00 am-5pm	8:30am-2pm	8:30-4:30	7:30am-3:30pm	8:00am-5:00pm	
Additional Programming Offered at the Site	Congregate Meals, HDM, Comm Services, Social Services, Case Mgt	Congregate Meals, Senior Activities, Social Services	Congregate Meals, Senior Activities, Social Services, Case Mgt	Congregate Meals, Senior Activities, Comm Services	Adult Day Services, Alzheimer's Day Care Resource Center	Congregate Meals, Senior Activities, Cooom. Services	Congregate Meals, Senior Activities, Cooom. Services	
	Mon-Sat 9am-4pm Holidays 9-2pm	9:00am-3pm	9am-3pm	9am-2pm	10am-3pm	8am-3:30pm	M-F 8:00am-5:00pm	
Hours of Scheduled Programming (for OCP-funded programs)								
	XMonX_Tues	X_Mon_X_Tues	XMon _X_Tues	XMonX_Tues	X_Mon_X_Tues	XMon _X_Tues	XMon _X_Tues	
	X Wed X Thurs	X Wed X Thurs	X Wed X Thurs	X Wed X Thurs	X Wed X Thurs	X Wed X Thurs	X Wed X Thurs	
Days Open for Meal Service	X Fri X Sat	X_FriSat	X_FriSat	X_FriSat	X_FriSat	X FriSat	X_FriSat	
	Sun	Sun	Sun	Sun	Sun	Sun	Sun	
Hours of Meal Service	12-1:30pm	12-1pm	11:30am -12:30pm	12-1pm	12-1pm	11:30am -12:30pm	11:30am -12:30pm	
Type of Meal (hot, cold)	Hot	Hot	Hot	Hot	Hot	Hot	Hot	
Vegetarian meal option available	Yes X No	Yes X No	Yes X No	Yes X No	Yes X No	Yes X No	Yes X No	
Offer To-Go Meals?	xYesNo	<u>x</u> Yes <u>No</u>	<u>x</u> Yes <u>No</u>	<u>x</u> YesNo	<u>x</u> Yes <u>No</u>	<u>x</u> Yes <u>No</u>	<u>x</u> Yes <u>No</u>	
Cuisine Type (American, American-Latinx, Chinese,		A	Austria				According	
Japanese, Kosher, Russian, etc.)	American 1,411	American 190	American 220	American 326	American 24	American 184	American 107	2.462
# Unduplicated Consumers	54,229	9,715	10,865	22,154	2,698	10,415	4,454	114.530
Number of Meals		<u>'</u>	· ·					114,530
# Service Days	313	241	241	249	248	252	58	400
Average # meals per day	173	40	45	89	11	41	25	400
Days Closed	Sundays, open holidays	Saturdays, Sunday, 10 holidays: July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Day, President's Day, Cesar Chavez Day, Memorial Day		Saturdays, Sunday, 12 holidays: July 4th, Labro Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve & Day, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day	Saturdays, Sunday, 13 holidays: July 4th, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve & Day, New Year's Day, Martin Luther King Day, President's Day, Holy Thursday,Good Friday, Memorial Day	Saturdays, Sunday, 9 holidays: July 4th Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve & Day, New Year's Day, Martin Luther King Day, Memorial Day	Saturdays, Sunday, 9 holidays: July 4th, Labor Day, Thanksglying Day, Day after Thanksglying, Christmas Eve & Day, New Year's Day, Martin Luther King Day, Memorial Day	
(list holidays closed)			 , , , 				 , , , 	
ADA Accessible	_X_YesNo	_X_YesNo	XYesNo	_X_YesNo	_X_YesNo	_X_YesNo	_X_YesNo	
Site Status Note: (start date for a new site, closure date, or temp closure, etc.)								

Appendix A-4- Services to be Provided Self Help for the Elderly

Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025 Modification: February 5, 2025

I. Purpose

The purpose of this grant is to provide home-delivered nutrition services for older adults living in the City and County of San Francisco. Home-delivered nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Home-delivered nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation

Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home-Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer eligibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English- Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)

Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older, used interchangeably with the term "older adult".
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.

SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who receives home-delivered nutrition services and their participation is reflected in SF DAS GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- Speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

To participate in home-delivered nutrition services, an individual must meet one of the following criteria:

- 1. An older adult living in the City and County of San Francisco who is homebound due to illness or disability, or is otherwise isolated.
- 2. A spouse or domestic partner of an older adult enrolled in the program if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.
- 3. An individual with a disability who resides at home with an enrolled older adult, if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the service and delivery times for the provision of home-delivered nutrition services.

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.

- Policies and procedures shall also include consumer assessment and reassessment guidelines.
- 2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:
 - i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in SF DAS GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff

- member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.
- vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
- vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- viii. In-service for nutrition program staff (e.g. food service and delivery workers) is provided at minimum once per quarter and four (4) times annually as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
 - ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
 - x. Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
 - xi. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.

- 4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	486	371	371	371
Modification 1	494	276	276	276
Modification 2	0	0	0	0
Modification 3		+405	+106	+106
Modification 4		0	0	0
Modification 5			167	37
Modification 6			0	0

Modification 7				+150
Revised UDC	980	1,052	920	940
Number of Meals	146,000	111,361	111,361	111,361
Modification 1	70,361	36,818	36,818	36,818
Modification 2	-2,953	0	0	0
Modification 3		+92,971	+23,320	+23,320
Modification 4		+5,714	0	0
Modification 5			+57,153	+25,352
Modification 6			-5,217	0
Modification 7				+9,807
Revised Number of Meals	213,408	246,864	223,435	206,658

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.

Based on a consumer survey and a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved HDM intake form, which includes the annual nutrition risk screening and the food security screening, into the SF DAS GetCare database in accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the SF DAS GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and delivered
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.

- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. Grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior	65 Laguna St, San Francisco, 94102	415-347-8509
Center		
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center	825 Howard Street, San Francisco, 94103	415 543-6222
San Francisco		
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

15. For assistance with reporting and contract requirements, please contact:

Tiffany Kearney Program Analyst & Lead Nutritionist DAS OCP Tiffany.Kearney@sfgov.org

and

Tahir Shaikh Contract Manager HSA OCM

email: Tahir.Shaikh@sfgov.org

X. Monitoring Activities

- 1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on SF DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B-4, Page 1 Document Date: 3/24/2022

HUMAN SERVICES AGENCY BUDGET SUMMARY

Name SELF-HELP FOR THE ELDERLY							
(Check One) New Renewal Modifi If modification, Effective Date of Mod. No. of M	cation _X	,					
emergency	REV BUDGET	REV BUDGET	DEV BUDGET	DEV BUDGET	Madification	DEV DUDOET	
Budget Reference Page No.(s) Program Term	FY 21/22	FY 22/23	REV BUDGET FY 23/24	REV BUDGET FY 24/25	Modification 2/1/25-6/30/2025	REV BUDGET FY 24/25	Total
Annual # Meals Contracted	213,408	246,864	223,435	196,851	9,807	206,658	890,365
DAS Expenditures							
Salaries & Benefits	\$583,185 \$1,026,628	\$618,869 \$1,568,817	\$637,414 \$1,467,056	\$856,760 \$1,424,921	\$132,216 \$265,581	\$988,976 \$1,690,502	\$2,828,444 \$5,753,003
Operating Expenses Subtotal	\$1,026,628	\$2,187,686	\$2,104,470	\$2,281,681	\$397,797	\$2,679,478	\$8,581,447
Indirect Percentage (%)	, , , , , , ,		.,.,				10.009
Indirect Cost	\$160,981	\$218,768	\$209,906	\$228,168	\$39,780	\$267,948	\$857,603
Capital/Subcontractor Expenditures NCQA Expenditures	\$456,528 \$246,177	\$353,300 \$288,859	\$177,660 \$288,345	\$250,291	\$16,811 \$9,771	\$16,811 \$260,062	\$1,004,299 \$1,083,443
Total DAS Expenditures	\$2,473,499	\$3,048,613	\$2,780,381	\$2,760,140	\$464,159	\$3,224,299	\$11,526,792
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Non DAS Expenditures Salaries & Benefits	\$250,720	\$652,767	\$654,493	\$474,294	\$93,671	\$567,965	\$2,125,945
Operating Expenses	\$267,995	\$60,460	\$110,666	\$188,743	(\$182,629)	\$6,114	\$445,235
Capital/Subcontractor Expenditures							
NCQA Expenditures							
Total Non DAS Expenditures	\$518,715	\$713,227	\$765,159	\$663,037	(\$88,958)	\$574,079	\$2,571,180
TOTAL DAS AND NON DAS EXPEDITURES	\$2,992,214	\$3,706,128	\$3,545,540	\$3,423,177	\$375,201	\$3,798,378	\$14,097,972
DAS Revenues Meals- General Fund	\$1,117,210	\$870,843	\$870,843	\$870,843		\$870,843	\$3,729,739
Meals- State Fund	Ţ.,, <u>Z</u> 10	Ţ2. 0,0 IO	\$5.0,010			\$2.0,010	ŢŢ,. 20,100
Transfer Funds from Cong-Meal ENP to increase HDM Meal Rates			\$177,660				\$177,660
Reduced HDM Meals by 5,217	6400 000		(\$54,053)				(\$54,053
OTO CODB 21/22	\$100,000 \$61,994	\$61,994	\$61,994	\$61,994		\$61,994	\$100,000 \$247,976
MCO 21/22	\$7,697	\$7,697	\$7,697	\$7,697		\$7,697	\$30,788
Dignity Fund & Allocation Plan 21/22	\$252,000	\$252,000	\$252,000	\$252,000		\$252,000	\$1,008,000
OTO Meals FY 21/22	\$331,893						\$331,893
OTO 3/17/22	\$199,656	\$174,300	650.740	050.740		050.740	\$373,956
Additional Meals FY22/23-FY24-25 OTO 6.24.22	\$156,872	\$58,746	\$58,746	\$58,746		\$58,746	\$176,238 \$156,872
NCQA Fund	\$246,177	\$143,329	\$143,329	\$143,329		\$143,329	\$676,164
CODB 4% FY22-23		\$59,168	\$59,168	\$59,168		\$59,168	\$177,504
Additional Meals FY22/23		\$784,675	\$206,155	\$206,155		\$206,155	\$1,196,985
NCQA Additional Funding FY 22/23		\$145,530	\$68,651	\$68,651		\$68,651	\$282,832
OTO FY 22/23 OTO FY 22/23; 23/24; 24/25		\$179,000 \$255,619	\$120,049	\$120,049		\$120,049	\$179,000 \$495,717
OTO FY22/23		\$55,712	ψ120,043	\$120,043		\$120,043	\$55,712
OTO FY 23/24 Meals			\$659,224	\$341,128		\$341,128	\$1,000,352
CODB 3.5% FY 23/24			\$72,553	\$61,593		\$61,593	\$134,146
NCQA 23/24			\$76,365	\$38,311		\$38,311	\$114,676
Meal Rate Adjustment Meal Adjustment Rate FY24/25				\$470,476	\$331,697	\$470,476 \$331,697	\$470,476 \$331,697
OTO FY 24/25					\$36,877	\$36,877	\$36,877
CODB FY24/25 @ 2.5%					\$69,003	\$69,003	\$69,003
OTO FY 24/25					\$16,811	\$16,811	\$16,811
NCQA FY 24/25					\$9,771	\$9,771	\$9,771
Total DAS Revenue	\$2,473,499	\$3,048,613	\$2,780,381	\$2,760,140	\$464,159	\$3,224,299	\$11,526,792
PER MEAL COST, DAS	\$8.30	\$9.08	\$11.15	\$12.75	\$47.33	\$14.26	\$11.48
PER MEAL COST (with NCQA), DAS	\$11.59	\$12.35	\$12.44	\$14.02	\$47.33	\$15.60	\$12.95
Non DAS Revenues Project Income	\$35,272	\$17,216	\$40,580	\$40,567	(\$9,568)	\$30,999	\$124,067
Agency Cash- Fundraising	\$483,443	\$696,011	\$724,579	\$622,470	(\$79,390)	\$543,080	\$2,447,113
Agency In-kind Volunteer		, , , , , ,	. ,	. , -	,,/	, .,	
						-	-
NCQA Revenue							
Total Non DAS Revenue	\$518,715	\$713,227	\$765,159	\$663,037	(\$88,958)	\$574,079	\$2,571,180
PER MEAL COST, Non DAS	\$2	\$3	\$3	\$3	(\$9)	\$3	\$3
PER MEAL COST (with NCQA), Non DAS	\$2	\$3	\$3	\$3	(\$9)	\$3	\$3
TOTAL DAS AND NON DAS REVENUE	\$2,992,214	\$3,761,840	\$3,545,540	\$3,423,177	\$375,201	\$3,798,378	\$14,097,972
PER MEAL COST, Total							\$14
PER MEAL COST (with NCQA), Total							\$16
Full Time Equivalent (FTE)							304.0
= (1 1 -)							304.0
Prepared by: Leny Nair, Gladys Lim HSA-CO Review Signature:		•	•				Date: 1/23/2025

						Salaries & Bo						1/23/20
							Revised Budgeted Salary					
AS Salaries & Benefits		Agency Annual Full	Totals	HSA Pro	ogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	2/1/2025-6/30/2025	FY 24/25	FY 24/25
osition Title	Name	Time Salary for FTE	Total FTE	HSA (Max 100%)	Adjusted FTE	Revised Budgeted Salary	Revised Budgeted Salary	Revised Budgeted Salary	Revised Budgeted Salary	Modifications	Revised Budgeted Salary	TOTAL
Contracts Manager	Fred Wong	\$62,395	1.00	40.00%	0.40	\$2,999 \$9,152	\$24,820		245.000	*****	050.704	\$27,8
HDM Coordinato/rCommunity HDM Driver	Xiao/Thomas Ch Jianwei Ye	\$56,784 \$45,760	1.00	100.00% 77.00%	1.00 0.77	\$9,152 \$29,640	\$35,192		\$45,968	\$10,816	\$56,784	\$65,93 \$64,83
HDM Driver	Fu Tak Ho	\$44,720	1.00	75.00%	0.75	\$38,480	\$19,180	\$24,882	\$30,131	3,409	\$33,540	\$116,08
HDM Driver HDM Driver	Ping Hui Qihui Li	\$44,720 \$44,720	1.00	75.00% 75.00%	1.00	\$19,240 \$19,240	\$19,240 \$18,810	\$15,606 \$10,944	\$27,674 \$32,091	5,866 1,449	\$33,540 \$33,540	\$87,62 \$82,53
HDM Driver	Sieu The Luong	\$44,720	1.00	75.00%	0.75	\$18,200	\$18,200	\$32,332	\$33,596		\$33,596	\$102,3
HDM Driver HDM Driver	Wayland Leung Kuan Fu Lin	\$44,720 \$45,760	1.00	75.00% 75.00%	0.75	\$18,200 \$19,200	\$15,456 \$12,894	\$14,746 \$27,504	\$17,550 \$31,942	15,990 2,378	\$33,540 \$34,320	\$81,9 \$93,9
HDM Driver	GUO, ZEXIONG	\$38,230	1.00		0.73	\$15,200	\$11,087	327,304	\$51,542		334,320	\$11,0
HDM Driver	LIANG, SHI TING	\$43,680	1.00	75.00%	0.75		\$8,593		\$17,049	15,711	\$32,760	\$41,3
HDM Driver HDM Driver	Zhen Zhuo Yong Zhong, Liangheng	\$42,120 \$43,680	1.00	75.00% 75.00%	0.75			\$10,000 \$15,284	\$21,562 \$26,576	10,028 6,184	\$31,590 \$32,760	\$41,5 \$48,0
HDM Driver	Yvonne Peng	\$42,120	1.00	50.00%	0.50			\$20,502				\$20,5
HDM Manager HDM Program Assistant	Stephen Ngan Wu Zhaoji	\$68,557 \$47,840	1.00	1.00%	1.00	\$2,496 \$45,032	\$48,807 \$47,840	\$48,807 \$42,588	\$60,794 \$43,231	\$7,763 \$4,609	\$68,557 \$47,840	\$168,6 \$183,3
HDM Supervisor	Yemei Lu	\$48,880	1.00	1.00%	1.00	\$25,532	\$39,004	\$37,554	\$40,779	\$8,101	\$48,880	\$150,9
HDM Worker	Xiaohua Li	\$42,224	1.00	67.00%	0.67	\$17,732						\$17,7
HDM Worker HDM Worker	Yingna Chen Jiaping Dong	\$42,120 \$40,144	1.00	65.00%	0.65	\$17,732 \$17,732	\$30,024	\$12,910	\$17,173	\$10,205	\$27,378	\$88,0 \$17,7
HDM Worker	Xue Qun Chen	\$40,144	1.00	2.00%	0.02	\$17,732	\$827					\$18,5
HDM Worker HDM Worker	Caiyi Zhao Wei Cheng He	\$40,144 \$42,120	1.00	65.00%	0.65	\$17,732 \$17,732	\$26,329	\$21,738	\$26,329	\$1,049	\$27,378	\$17,7 \$93,1
HDM Worker	Meixiao Zhong	\$42,120 \$43,680	1.00	65.00%	0.65	\$17,732 \$17,732	\$26,329 \$26,045	\$21,738 \$26,045	\$26,329 \$26,713	\$1,679	\$27,378 \$28,392	\$93,1 \$98,2
HDM Worker	Cai Lian Wu	\$40,144	1.00		0.70	\$17,732	\$26,881	\$16,881				\$61,4
HDM Worker HDM Worker	Kam Yuen Fung Wong, Chau Ngo	\$43,680 \$42,120	1.00	65.00%	0.65	\$12,058	\$17,965	\$22,925 \$20,864	\$38.163	(\$10.785)	\$27.378	\$52,9 \$48.2
HDM Worker	Jiali/Li, Yanna	\$42,120	1.00	65.00%	0.65			\$16,520	\$23,818	\$3,560	\$27,378	\$43,8
HDM Worker	Li Qixiu	\$42,120	1.00	65.00%	0.65			\$20,168	\$18,051	\$9,327 \$10,330	\$27,378	\$47,5
HDM Worker Nutrition Director	Feng, Shuhua Karen Lam	\$42,120 \$95,000	1.00	65.00% 20.00%	0.65 0.20	\$10,118	\$6,921	\$19,670 \$19,000	\$17,048 \$19,000	\$10,330 (\$19,000)	\$27,378	\$47,0 \$36,0
Nutrition Manager	Olive	\$104,000	1.00	10.00%	0.10	\$18,128	\$11,333		\$19,000		\$19,000	\$48,4
Transportation Dispatcher	Albert Wong	\$50,710	1.00	61.00%	0.61	\$17,438	\$30,938	\$5,325	\$5,325		\$5,325	\$59,0
otals		\$1,601,996	33.00	1659.00%	19.81	\$447,009	\$496,386	\$502,795	\$639,563	\$98,669	\$738,232	\$2,184,4
ringe Benefits Rate mployee Fringe Benefits		30.00% \$480,599				30% \$136,176	25% \$122,483	\$134,619	34% \$217,197	34% \$33,547	34% \$250,744	\$644,0
mployee Fringe Berients		\$400,399				\$130,176	\$122,403	\$134,619	\$217,197	\$33,347	\$250,744	\$044,0
otal DAS Salaries and Benefi	ts	\$2,082,595				\$583,185	\$618,869	\$637,414	\$856,760	\$132,216	\$988,976	\$2,828,4
Ion DAS Salaries & Benefits		Agency	Totals	HSA Pro	ogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 24/25	Total
		Time Salary		funded by	Adjusted	Revised	Revised	Revised Budgeted	Revised		Revised Budgeted	Revised Budge
osition Title	Name	for FTE	Total FTE	HSA	FTE	Budgeted Salary	Budgeted Salary	Salary	Budgeted Salary	Modifications	Salary	Salary
Contracts Manager HDM Driver	Fred Wong Xiao Yan Zhu	\$59,987 \$44,720	1.00	75.00%	0.75	\$26,999 \$4,810	\$31,913	\$16,913	\$27,203	\$ 6,337	\$33,540	\$26,9 \$87,1
HDM Driver	Wing Chuen Alar	\$36,400	1.00			\$4,550	44.10.0	4.0,0.0	7-1,			\$4,5
HDM Driver HDM Driver	Yinghua Lu	\$44,720 \$36,400	1.00	75.00%	0.75	\$4,550 \$4,550	\$28,721	\$15,214	\$27,328	\$ 6,212	\$33,540	\$82,0 \$4.5
HDM Driver	Yongwen Liang Ting Hou U	\$36,400	1.00			\$4,550						\$4,5
HDM Driver	XU, QINGQUAN	\$43,680	1.00	75.00%	0.75		\$17,658	\$17,658	\$25,072	\$ 7,688	\$32,760	\$68,0
HDM Driver HDM Driver	YU, SHAOJIAN ZHOU, RONG	\$43,680 \$44,720	1.00		0.75		\$26,590 \$19,300	\$11,590 \$17,776	\$27,829	\$ 4,931 \$ 33,540	\$32,760 \$33,540	\$70,9 \$70,6
HDM Driver	WU, HUA QIAN	\$38,230	1.00	17.00%	0.17		\$6,638	\$6,638		3 33,340	\$33,340	\$13,2
HDM Driver	WU, SHUPEI	\$42,600	1.00	38.00%	0.38		\$15,385	\$28,759				\$44,1
HDM Driver HDM Driver	Zhao, Li Ren LIN, RONGDUAN	\$40,146 \$43,680	1.00	75.00%	0.75		\$18,126	\$4,915 \$18,126	\$21,311	\$ 11,449	\$32,760	\$4,9 \$69,0
HDM Driver	LU, ZHENJIAN	\$38,230	1.00		0.42		\$16,064	\$16,064	921,011	11,440	902,700	\$32,1
HDM Driver	SITU, CHUMING	\$44,720	1.00	71.00%	0.71		\$31,541	\$11,541				\$43,0
HDM Driver HDM Driver	GUO, ZEXIONG LIANG, SHI TING	\$38,230 \$38,230	1.00					\$11,087 \$8,593				\$11,0 \$8,5
HDM Program Assistant	Kaixin Huang	\$41,600	1.00	99.00%	0.99	\$4,433	\$41,166	\$41,166				\$86,7
HDM Program Assistant HDM Worker	Jun Bin Xiao Guoliang Yang	\$47,840 \$43,680	1.00	65.00%	0.65	\$45,760 \$4,433	\$31.154	\$32.038	\$27.327	\$1.065	\$28.392	\$45,7 \$96.0
HDM Worker	Lizhen Qu	\$43,680	1.00	65.00%	0.65	\$4,433 \$4,680	\$31,154 \$20,835	\$32,038 \$37,000	\$27,722	\$1,065	\$28,392 \$28,392	\$90,0
HDM Worker HDM Worker	Xiao Ling Zhu	\$44,200	1.00		0.65	\$4,680	\$25,729	\$25,729	\$28,712	\$18	\$28,730	\$84,8
		\$42,120	1.00	65.00%	0.65	\$4,433		 	\$27,922	(\$544)	\$27,378	\$31,8
	Kam Yuen Fung Xianhua Li	\$36.067										
HDM Worker HDM Worker	Xiaohua Li Yingna Chen	\$36,067 \$36,067	1.00									
HDM Worker HDM Worker HDM Worker	Xiaohua Li Yingna Chen Jiaping Dong	\$36,067 \$36,067	1.00			\$10,002	8					
HDM Worker HDM Worker HDM Worker HDM Worker	Xiaohua Li Yingna Chen	\$36,067 \$36,067 \$36,067	1.00 1.00 1.00		0.02	\$10,002	\$827					
HDM Worker	Xiaohua Li Yingna Chen Jiaping Dong Xue Qun Chen Caiyi Zhao Wei Cheng He	\$36,067 \$36,067 \$36,067 \$36,067	1.00 1.00 1.00 1.00		0.02	\$10,002	\$827					
HDM Worker	Xiaohua Li Yingna Chen Jiaping Dong Xue Qun Chen Caiyi Zhao Wei Cheng He Meixiao Zhong	\$36,067 \$36,067 \$36,067 \$36,067 \$36,067 \$40,146	1.00 1.00 1.00 1.00 1.00 1.00		0.02	\$10,002	\$827	010.5				S8
HDM Worker	Xiaohua Li Yingna Chen Jiaping Dong Xue Qun Chen Caiyi Zhao Wei Cheng He Meixiao Zhong Cai Lian Wu	\$36,067 \$36,067 \$36,067 \$36,067 \$36,067 \$40,146	1.00 1.00 1.00 1.00		0.02		\$827 \$21,760	\$16,018 \$12,950	\$14,642	\$12,796	\$27,378	\$16,0
HDM Worker	Xiaohua Li Yingna Chen Jiaping Dong Xue Qun Chen Caiyi Zhao Wei Cheng He Meixiao Zhong Cai Lian Wu Carmen Cai GUAN, HUIXIAN	\$36,067 \$36,067 \$36,067 \$36,067 \$36,067 \$40,146 \$40,146 \$42,120 \$42,120	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00%	0.65 0.65	\$10,002 \$27,050	\$21,760 \$22,249	\$12,950 \$22,249	\$14,642 \$28,707	\$12,736 (\$1,329)	\$27,378 \$27,378	\$16,0 \$16,0 \$89,1
HDM Worker	Xiaohua Li Yingna Chen Jiaping Dong Xue Qun Chen Caiyi Zhao Wei Cheng He Meixiao Zhong Cai Lian Wu Carmen Cai GUAN, HUIXIAN HUANG, JINQUN	\$36,067 \$36,067 \$36,067 \$36,067 \$36,067 \$40,146 \$40,146 \$42,120 \$42,120 \$38,230	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00% 24.00%	0.65 0.65 0.24		\$21,760 \$22,249 \$9,087	\$12,950 \$22,249 \$7,066				\$16,6 \$89,1 \$71,8 \$16,1
HDM Worker	Xiaohua Li Yingna Chen Jiaping Dong Xue Qun Chen Caiyi Zhao Wei Cheng He Meixiao Zhong Cai Lian Wu Carmen Cai GUAN, HUIXIAN	\$36,067 \$36,067 \$36,067 \$36,067 \$36,067 \$40,146 \$40,146 \$42,120 \$42,120	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00%	0.65 0.65		\$21,760 \$22,249	\$12,950 \$22,249				\$16,0 \$89,1 \$71,8 \$16,1
HOM Worker	Xiaohus Li Yingna Chen Jiaping Dong Xue Qun Chen Caiyi Zhao Wei Cheng He Meixiao Zhong Cai Lian Wu Carmen Cai GUAN, HUIXIAN HUANG, JINGUN KUANG, XIAOHUA LI, JUFEN LI, WEIFENG	\$36,067 \$36,067 \$36,067 \$36,067 \$36,067 \$40,146 \$42,120 \$42,120 \$42,120 \$38,230 \$42,120 \$38,230	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00% 24.00% 20.00% 51.00%	0.65 0.65 0.24 0.20 0.51		\$21,760 \$22,249 \$9,087 \$7,616 \$19,685 \$6,117	\$12,950 \$22,249 \$7,066 \$7,616 \$20,246 \$6,117	\$28,707	(\$1,329)	\$27,378	\$16,0 \$89,1 \$71,8 \$16,1 \$15,2 \$39,9
HDM Worker	Xisohus Li Yingna Chen Jiaping Dong Xue Qun Chen Caiyi Zhao Wei Cheng He Meixiao Zhong Cair Lian Wu Garmen Cai GUAN, HUXKAN HUANG, JINQUN KUANG, XIAOHUJ LI, JUFEN LI, WEIFENG LI, WING FUN	\$36,067 \$36,067 \$36,067 \$36,067 \$36,067 \$40,146 \$42,120 \$42,120 \$42,120 \$38,230 \$42,120 \$38,230 \$42,120	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00% 24.00% 20.00% 51.00% 65.00%	0.65 0.65 0.24 0.20 0.51 0.16		\$21,760 \$22,249 \$9,087 \$7,616 \$19,685 \$6,117 \$25,420	\$12,950 \$22,249 \$7,066 \$7,616 \$20,246 \$6,117 \$14,746	\$28,707 \$28,590	(\$1,329) (\$1,212)	\$27,378 \$27,378	\$16,0 \$89,1 \$71,8 \$16,1 \$15,2 \$39,9 \$12,2 \$67,5
HOM Worker	Xiaohus Li Yingna Chen Jiaping Dong Xue Qun Chen Caiyi Zhao Wei Cheng He Meixiao Zhong Cai Lian Wu Carmen Cai GUAN, HUIXIAN HUANG, JINGUN KUANG, XIAOHUA LI, JUFEN LI, WEIFENG	\$36,067 \$36,067 \$36,067 \$36,067 \$40,146 \$42,120 \$42,120 \$42,120 \$38,230 \$42,120 \$38,230 \$42,120 \$38,230 \$42,120 \$38,230 \$42,120	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00% 24.00% 20.00% 51.00% 65.00% 65.00%	0.65 0.65 0.24 0.20 0.51		\$21,760 \$22,249 \$9,087 \$7,616 \$19,685 \$6,117 \$25,420 \$26,164	\$12,950 \$22,249 \$7,066 \$7,616 \$20,246 \$6,117 \$14,746 \$14,186	\$28,707	(\$1,329)	\$27,378	\$10,0 \$6 \$16,0 \$89,1 \$71,6 \$15,2 \$39,9 \$12,2 \$67,5 \$67,7 \$13,3
HOM Worker	Xiaohus Li Yingna Chen Jiaping Dong Xue Qun Chen Caiyi Zhao Wei Cheng He Misixiao Zhong Cai Lian Wu Carmen Cai GUAN, HUXIAN HUANG, JINGUN KUANG, JIAOHUA LI, JUFEN LI, WEIFENG LI, XING CHUN LIANG, JIECHANG TANG, MABEL L A	\$36,067 \$36,067 \$36,067 \$36,067 \$36,067 \$40,146 \$42,120 \$42,120 \$38,230 \$42,120 \$38,230 \$42,120 \$38,230 \$42,120 \$38,230 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00% 24.00% 51.00% 65.00% 65.00% 17.00%	0.65 0.65 0.24 0.20 0.51 0.16 0.65 0.65		\$21,760 \$22,249 \$9,087 \$7,616 \$19,685 \$6,117 \$25,420 \$26,164 \$6,890 \$9,270	\$12,950 \$22,249 \$7,066 \$7,616 \$20,246 \$6,117 \$14,746 \$14,186 \$6,690 \$9,270	\$28,707 \$28,590	(\$1,329) (\$1,212)	\$27,378 \$27,378	\$16,0 \$89,1 \$71,6 \$16,1 \$15,2 \$39,6 \$12,2 \$67,5 \$67,7 \$13,3 \$27,6
HOM Worker	Xiaohua Li Yingna Chen Jiaping Dong Xue Qun Chen Caiyi Zhao Wei Cheng He Meixiao Zhong Cai Lian Wu Carmen Cai GUAN, HUIXUAN HUANG, JINOUN KUANG, XIAOHUA LI, JUFEN LI, WEIFENG LI, XING CHUN LIANG, JIECHANG TANG, MABEL L Alex Tan WU, ZHAOJI	\$36,067 \$36,067 \$36,067 \$36,067 \$36,067 \$36,067 \$40,146 \$42,120 \$42,120 \$42,120 \$38,230 \$38,230 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$44,120 \$44,120 \$44,120 \$44,120 \$44,120 \$44,120	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00% 24.00% 20.00% 51.00% 65.00% 65.00% 17.00% 47.00%	0.65 0.65 0.24 0.20 0.51 0.16 0.65 0.65 0.17 0.10	\$27,050 \$9,270	\$21,760 \$22,249 \$9,087 \$7,616 \$19,685 \$6,117 \$25,420 \$26,164 \$6,690 \$9,270 \$18,016	\$12,950 \$22,249 \$7,066 \$7,616 \$20,246 \$6,117 \$14,746 \$14,186 \$6,690 \$9,270 \$36,084	\$28,707 \$28,590	(\$1,329) (\$1,212)	\$27,378 \$27,378	\$16,0 \$89,1 \$71,8 \$16,0 \$15,1 \$39,9 \$12,2 \$67,1 \$13,3 \$22,8 \$23,8
HOM Worker	Xiaohus Li Yingna Chen Jiaping Dong Xue Qun Chen Caiyi Zhao Wei Cheng He Misixiao Zhong Cai Lian Wu Carmen Cai GUAN, HUXIAN HUANG, JINGUN KUANG, JIAOHUA LI, JUFEN LI, WEIFENG LI, XING CHUN LIANG, JIECHANG TANG, MABEL L A	\$36,067 \$36,067 \$36,067 \$36,067 \$36,067 \$40,146 \$42,120 \$42,120 \$38,230 \$42,120 \$38,230 \$42,120 \$38,230 \$42,120 \$38,230 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00% 24.00% 20.00% 51.00% 65.00% 65.00% 17.00% 47.00%	0.65 0.65 0.24 0.20 0.51 0.16 0.65 0.65	\$27,050	\$21,760 \$22,249 \$9,087 \$7,616 \$19,685 \$6,117 \$25,420 \$26,164 \$6,890 \$9,270	\$12,950 \$22,249 \$7,066 \$7,616 \$20,246 \$6,117 \$14,746 \$14,186 \$6,690 \$9,270	\$28,707 \$28,590	(\$1,329) (\$1,212)	\$27,378 \$27,378 \$27,378	\$16.6 \$89.1 \$71.1 \$16.5 \$15.2 \$67.7 \$67.7 \$54.4 \$77.1 \$54.5
HOM Worker Northin On Director Program Assistant	Xisohus Li Yingna Chen Jinging Dong Xue Qun Chen Cariy Zhao Wel Cheng He Meixiso Zhong Cat Llan Wu Carmen Cai GUAN, HUIXIAN HUANG, JINGUN KUANG, XIAOHUA LI, JUFEN LI, WEIFENG LI, XING CHUN LIANG, JIECHANG LI, ANG TANG, MABEL L AIEX, Tan WU, ZHAOJI Thomas Wong	\$36,067 \$36,067 \$36,067 \$36,067 \$36,067 \$40,146 \$42,120 \$38,230 \$38,230 \$38,230 \$42,120 \$38,230 \$42,120 \$40,146 \$42,120 \$42,12	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00% 24.00% 20.00% 51.00% 65.00% 65.00% 17.00% 10.00% 28.00%	0.65 0.65 0.24 0.20 0.51 0.65 0.65 0.17 0.47	\$27,050 \$9,270	\$21,760 \$22,249 \$9,087 \$7,616 \$19,685 \$6,117 \$25,420 \$26,164 \$6,690 \$9,270 \$18,016	\$12,950 \$22,249 \$7,066 \$7,616 \$20,246 \$6,117 \$14,746 \$14,186 \$6,690 \$9,270 \$36,084 \$14,348	\$28,707 \$28,590 \$29,334	(\$1,329) (\$1,212) (\$1,956)	\$27,378 \$27,378	\$16.1 \$16.1 \$16.1 \$17.1 \$16. \$15.2 \$67.7 \$67.1 \$27.1 \$54.1 \$77.1 \$64.1
HDM Worker	Xisohus Li Yingna Chen Jinging Dong Xue Qun Chen Cariy Zhao Wel Cheng He Meixiso Zhong Cat Llan Wu Carmen Cai GUAN, HUIXIAN HUANG, JINGUN KUANG, XIAOHUA LI, JUFEN LI, WEIFENG LI, XING CHUN LIANG, JIECHANG LI, ANG TANG, MABEL L AIEX, Tan WU, ZHAOJI Thomas Wong	\$36.067 \$36.067 \$36.067 \$36.067 \$40.146 \$40.146 \$42.120 \$42.120 \$38.230 \$42.120 \$38.230 \$42.120 \$38.230 \$42.120 \$38.230 \$42.120 \$38.230 \$42.12	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00% 24.00% 20.00% 51.00% 65.00% 65.00% 17.00% 10.00% 47.00% 15.00%	0.65 0.65 0.24 0.20 0.51 0.16 0.65 0.65 0.17 0.17 0.10	\$27,050 \$9,270 \$48,880 \$186,631	\$21,760 \$22,249 \$9,087 \$7,616 \$19,885 \$6,117 \$25,420 \$26,164 \$6,690 \$9,270 \$18,016 \$14,348	\$12,950 \$22,249 \$7,066 \$7,616 \$20,246 \$6,117 \$14,746 \$14,186 \$6,690 \$9,270 \$36,084 \$14,348	\$28,707 \$28,590 \$29,334 \$13,000 \$354,699	(\$1,329) (\$1,212) (\$1,956) (\$13,000) \$66,605	\$27,378 \$27,378 \$27,378 \$27,378	\$16.1 \$16.1 \$16.1 \$17.1 \$16. \$15.2 \$67.7 \$67.1 \$27.1 \$54.1 \$77.1 \$64.1
HDM Worker HOM Worker Narriton Director Registered Dietitian totals	Xisohus Li Yingna Chen Jinging Dong Xue Qun Chen Cariy Zhao Wel Cheng He Meixiso Zhong Cat Llan Wu Carmen Cai GUAN, HUIXIAN HUANG, JINGUN KUANG, XIAOHUA LI, JUFEN LI, WEIFENG LI, XING CHUN LIANG, JIECHANG LI, ANG TANG, MABEL L AIEX, Tan WU, ZHAOJI Thomas Wong	\$36,067 \$36,067 \$36,067 \$36,067 \$36,067 \$40,146 \$42,120 \$38,230 \$38,230 \$42,120 \$42,120 \$38,230 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$42,120 \$40,146 \$40,14	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00% 24.00% 20.00% 51.00% 65.00% 65.00% 17.00% 10.00% 47.00% 15.00%	0.65 0.65 0.24 0.20 0.51 0.16 0.65 0.65 0.17 0.17 0.10	\$27,050 \$9,270 \$48,880	\$21,760 \$22,249 \$9,087 \$7,816 \$19,685 \$6,117 \$25,420 \$26,184 \$6,690 \$9,270 \$18,016 \$14,348	\$12,950 \$22,249 \$7,066 \$7,616 \$20,246 \$6,117 \$14,746 \$14,186 \$6,690 \$9,270 \$36,084 \$14,348	\$28,707 \$28,590 \$29,334 \$13,000	(\$1,329) (\$1,212) (\$1,956) (\$13,000)	\$27,378 \$27,378 \$27,378	\$16.0 \$89.0 \$71.1 \$16.0 \$15.5 \$19.0 \$17.1 \$13.3
HUM Worker	Xisohus Li Yingna Chen Jinging Dong Xue Qun Chen Cariy Zhao Wel Cheng He Meixiso Zhong Cat Llan Wu Carmen Cai GUAN, HUIXIAN HUANG, JINGUN KUANG, XIAOHUA LI, JUFEN LI, WEIFENG LI, XING CHUN LIANG, JIECHANG LI, ANG TANG, MABEL L AIEX, Tan WU, ZHAOJI Thomas Wong	\$36,067 \$36,067 \$36,067 \$36,067 \$40,146 \$40,146 \$40,146 \$42,120 \$42,120 \$38,230 \$42,120 \$38,230 \$42,120 \$40,146 \$92,700 \$44,784 \$51,813 \$104,000 \$1,828,613	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00% 24.00% 20.00% 51.00% 65.00% 65.00% 17.00% 10.00% 47.00% 15.00%	0.65 0.65 0.24 0.20 0.51 0.16 0.65 0.65 0.17 0.17 0.10	\$27,050 \$9,270 \$48,880 \$186,631	\$21,760 \$22,249 \$9,937 \$7,816 \$19,885 \$6,117 \$25,420 \$26,164 \$6,690 \$9,270 \$18,016 \$14,348 \$518,069	\$12,950 \$22,249 \$7,066 \$7,616 \$20,246 \$5,117 \$14,746 \$14,186 \$6,690 \$9,270 \$36,084 \$14,348 \$6,500 \$5,14,348	\$28,707 \$28,590 \$29,334 \$13,000 \$354,699	(\$1,329) (\$1,212) (\$1,956) (\$13,000) \$66,605	\$27,378 \$27,378 \$27,378 \$27,378	\$16,0 \$89,1 \$71,8 \$16,5 \$15,2 \$39,0 \$12,2 \$67,1 \$67,1
HDM Worker HOM Worker Narriton Director Registered Dietitian totals	Jiganbas Li Jiganbas Li Jisping Dong Jisping Dong Xue Qun Chen Calyi Zhao Wel Chen Lie Meidao Zhong Cai Lian Wu Carmen Cai GulAn, HUDKAN HUDKA	\$36,067 \$36,067 \$36,067 \$36,067 \$40,146 \$40,146 \$40,146 \$42,120 \$42,120 \$38,230 \$42,120 \$38,230 \$42,120 \$40,146 \$92,700 \$44,784 \$51,813 \$104,000 \$1,828,613	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	65.00% 65.00% 24.00% 20.00% 51.00% 65.00% 65.00% 17.00% 10.00% 47.00% 15.00%	0.65 0.65 0.24 0.20 0.51 0.16 0.65 0.65 0.17 0.17 0.10	\$27,050 \$9,270 \$48,880 \$186,631	\$21,760 \$22,249 \$9,937 \$7,816 \$19,885 \$6,117 \$25,420 \$26,164 \$6,690 \$9,270 \$18,016 \$14,348 \$518,069	\$12,950 \$22,249 \$7,066 \$7,616 \$20,246 \$5,117 \$14,746 \$14,186 \$6,690 \$9,270 \$36,084 \$14,348 \$6,500 \$5,14,348	\$28,707 \$28,590 \$29,334 \$13,000 \$354,699	(\$1,329) (\$1,212) (\$1,956) (\$13,000) \$66,605	\$27,378 \$27,378 \$27,378 \$27,378	\$16.0 \$89.0 \$71.1 \$16.0 \$15.5 \$19.0 \$17.1 \$13.3

						Арр	1/23/202
			Expense Detail	REVISED OPS		REVISED OPS	
			Revised Ops Budget		Modifications	BUDGET	
_	FY 21/22	FY 22/23	FY 23/24	FY 24/25	2/1/2025-6/30/2025	FY 24/25	Total
Annual # Meals Contracted	213,408	246,864	223,435	196,851	9,807	206,658	890,365
DAS Operating Expenses							
Expenditure Category							
Rental of Property	\$573	\$36,327	\$86,223	\$35,319	\$89,518	\$124,837	\$247,960
Utilities (Elec, Water, Gas, Phone, Garbage)		\$486	\$16,400	\$20,822	\$5,000	\$25,822	\$42,708
Office Supplies, Postage				, .,,	1.7	, ,,,	
Building Maintenance Supplies and Repair			_	\$5,000		\$5,000	\$5,00
Printing and Reproduction							
Insurance(General)		\$4,000	\$19,827	\$19,827	(\$12,000)	\$7,827	\$31,65
Staff Training				\$300		\$300	\$30
Staff Travel-(Local & Out of Town)				\$500		\$500	\$50
Rental of Equipment					\$3,000	\$3,000	\$3,00
ood Cost	001.100	AF0 010	A== ===	A== 4:-			****
Raw Food per meal \$0.34	\$61,103	\$53,346	\$53,799	\$55,118	\$14,526	\$69,644	\$237,89
HDM Food Svc Supplies per meal \$0.58 Catered Meals per meal \$6.06	\$61,103	\$51,880 \$1,305,378	\$101,816	\$55,118 \$1,102,017	\$64,744	\$119,862	\$334,66
Catered Meals per meal \$6.06	\$894,600	\$1,395,278	\$1,168,991	\$1,192,917	\$59,430	\$1,252,347	\$4,711,21
						-	
						-	
<u>Consultant</u>							
Consultant A							
						 	
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-							
<u>Other</u>							
Vehicle Expenses	\$9,249	\$27,500	_		\$18,592	\$18,592	\$55,34
Vehicle Repairs & Maint			\$20,000	\$40,000	(\$20,000)	\$20,000	\$40,00
Auto Insurance					\$42,771	\$42,771	\$42,77
Total DAS Operating Expenses	\$1,026,628	\$1,568,817	\$1,467,056	\$1,424,921	\$265,581	\$1,690,502	\$5,753,003
Law BAO Constitute Francisco							
Non DAS Operating Expenses							
Expenditure Category Rental of Property	\$42,584	\$7,257	\$33,777	\$68,227	(\$68,227)		\$83,61
Utilities (Elec, Water, Gas, Phone, Garbage)	\$1,796	\$1,200	\$1,200	(\$1,136)	(\$00,221)	(\$1,136)	\$3,06
Office Supplies, Postage	\$892	\$500	\$500	\$500		\$500	\$2,39
Building Maintenance Supplies and Repair	-		\$000	Ç			Ψ2,00
Printing and Reproduction			\$4,000	\$3,000		\$3,000	\$7,00
Insurance	\$7,923	\$23,572	\$23,572	\$8,000	(\$8,000	ψο,οσο	\$55,06
Staff Training	\$250	\$250	\$250	\$250	(40,000	\$250	\$1,00
Staff Travel-(Local & Out of Town)	\$250	\$250	\$250	\$250		\$250	\$1,00
Rental of Equipment			*	\$1,500		\$1,500	\$1,50
· · · -				, ,		. , ,	. 7
Food Cost							
Raw Food per meal \$0.02				\$3,937	(\$3,937)		
HDM Food Svc Supplies per meal				\$33,465	(\$33,465))	
Catered Meals per meal \$0.80	\$172,541		\$2,186				\$174,72
			_				
Consultant						ļ	
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Consultant A						ļ	
Consultant A							
Consultant A						<u> </u>	
Other						<u> </u>	
Other Recruitment Exp	\$2,000	\$2,000	\$2,000	\$2,000	(\$1,500)	\$500	
Other Recruitment Exp Auto & General Insurance	\$24,218	\$2,000 \$25,244	\$25,244	\$40,000	(\$40,000)	\$500	\$74,70
Other Recruitment Exp Auto & General Insurance Vehicle Expenses	\$24,218 \$14,000	\$25,244	\$25,244 \$17,500	\$40,000 \$27,500)	\$6,500 \$74,700 \$31,500
Dither Recruitment Exp Auto & General Insurance Vehicle Expenses Bank Charges	\$24,218 \$14,000 \$187		\$25,244	\$40,000	(\$40,000)	\$500 \$1,250	\$74,70 \$31,50 \$1,81
Other Recruitment Exp Auto & General Insurance Vehicle Expenses	\$24,218 \$14,000	\$25,244	\$25,244 \$17,500	\$40,000 \$27,500	(\$40,000))	\$74,70 \$31,50
Dither Recruitment Exp Auto & General Insurance Vehicle Expenses Bank Charges	\$24,218 \$14,000 \$187	\$25,244	\$25,244 \$17,500	\$40,000 \$27,500	(\$40,000))	\$74,70 \$31,50 \$1,81
Dither Recruitment Exp Auto & General Insurance Vehicle Expenses Bank Charges	\$24,218 \$14,000 \$187	\$25,244	\$25,244 \$17,500	\$40,000 \$27,500	(\$40,000))	\$74,70 \$31,50 \$1,81
Other Recruitment Exp Auto & General Insurance Vehicle Expenses Bank Charges Taxes & Fees	\$24,218 \$14,000 \$187 \$1,354	\$25,244 \$187	\$25,244 \$17,500 \$187	\$40,000 \$27,500 \$1,250	(\$40,000) (\$27,500)	\$1,250	\$74,70 \$31,50 \$1,81 \$1,35
Dither Recruitment Exp Auto & General Insurance Vehicle Expenses Bank Charges	\$24,218 \$14,000 \$187	\$25,244	\$25,244 \$17,500	\$40,000 \$27,500	(\$40,000))	\$74,70 \$31,50 \$1,81
Other Recruitment Exp Auto & General Insurance Vehicle Expenses Bank Charges Taxes & Fees	\$24,218 \$14,000 \$187 \$1,354	\$25,244 \$187	\$25,244 \$17,500 \$187	\$40,000 \$27,500 \$1,250	(\$40,000) (\$27,500)	\$1,250	\$74,70 \$31,50 \$1,81 \$1,35
Other Recruitment Exp Auto & General Insurance Vehicle Expenses Bank Charges Taxes & Fees	\$24,218 \$14,000 \$187 \$1,354	\$25,244 \$187	\$25,244 \$17,500 \$187	\$40,000 \$27,500 \$1,250	(\$40,000) (\$27,500)	\$1,250	\$74,70 \$31,50 \$1,81 \$1,35
Other Recruitment Exp Auto & General Insurance Vehicle Expenses Bank Charges Taxes & Fees	\$24,218 \$14,000 \$187 \$1,354	\$25,244 \$187	\$25,244 \$17,500 \$187	\$40,000 \$27,500 \$1,250	(\$40,000) (\$27,500)	\$1,250	\$74,70 \$31,50 \$1,81 \$1,35

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency (Same as Line 11 on HSA #1)

Appendix B-4, Page 4

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure		ОТО	-		•	1	
Equipment (Qty)	FY 21/22	FY 22/23	ОТО	FY 22/23	FY 23/24	FY 24/25	Total
TOYOTA SIENNA HYBRID (2 @ \$50,000)	\$100,000						\$100,000
Thermal Bags	\$6,300						\$6,300
Foldable Carts	\$420						\$420
Stainless Steel Food Carts	\$1,400						\$1,400
Work Gloves	\$350						\$350
Back Support Belts	\$900						\$900
Rain Jackets	\$1,500						\$1,500
Vaccum Cleaner	\$320					+	\$320
Car Dash Cam	\$1,400						\$1,400
Car Sear Covers	\$1,750						\$1,750
Back-up Jump Battery	\$100					+	\$100
Desktop Computer	\$2,400						\$2,400
Monitor	\$600						\$600
Laptop	-						
• •	\$4,000						\$4,000
Heated Cabinet (warmer)	\$8,000						\$8,000
Utility Cart	\$600						\$600
File Cabinet	\$1,400						\$1,400
Walk-in Freezer							
Walk-in Refrigerator	\$8,000						\$8,000
Rent	\$45,900	\$91,800		\$91,800	-		\$137,700
Refrigerator / Freezer Thermometers	\$16						\$16
Work Tables	\$1,400						\$1,400
Steam table	\$5,000						\$5,000
3-Compartment Sink w/plumbing and Grease	\$9,800						\$9,800
Reception and Office Desk with chairs	\$4,500						\$4,500
Internet Setup	\$1,600						\$1,600
Signage	\$500						\$500
Microwave	\$600						\$600
All-in-one printer	\$400						\$400
Security Cameras	\$8,000						\$8,000
New Vehicles	\$82,500	\$82,500		\$82,500			\$165,000
		\$62,500	#0.000				\$105,000
Steam Table for HDM Dist Center, Unit D Burke	e St		\$3,000	\$3,000			
Reach-in Refrigerator for HDM Dist Center			\$8,500	\$8,500			
Reach-in Freezer for HDM Dist Center			\$9,500	\$9,500			
Tray sealer/food Packaging Machine-HDM Dist	Center		\$25,000	\$25,000			
Electric/Hybrid HDM Delivery Van			\$120,000	\$120,000			
Adult and Pediatric First Aid/CPR/AEDTraining						+	
-							
Back Support Belts							
Car Camera w/ memory card						+	
Desktop Computer							
Electric Thermal Bag							
Fans							
File Cabinet (4/2-drawer)							
Hand Truck							
Key Cabinet							
Laptop							
Milk Delivery Bag Cooler Bags							
Monitor							
Office Chair							
Portable speaker system and microphones							
Rain Jackets							
Reach-in Freezer							
Storage Cabinet							
TV	İ						
Under-desk File Cabinet							
Onder-desk File Capillet						+	
	1						
	1					\$4,600	\$4,600
Electric Thermal Bag			I				
Ice Packs						\$1,050	
Ice Packs Work Gloves						\$300	\$1,050 \$300
Ice Packs							
Ice Packs Work Gloves						\$300	\$300

Adobe Acrobat Pro	ı	ı	1	T	T	\$348	\$348
Camera and headset for conference						\$350	\$346 \$350
Electric Pallet Jack						\$6,700	\$6,700
Lissuis : dilot odor						ψ0,700	ψ0,700
Total Equipment Cost	\$299,656	\$174,300	\$166,000	\$340,300		\$16,811	\$656,767
Daniel dell'an		EV 00/00	OTO	EV 00/00	EV 00/04	EV 04/05	T-4-1
Remodeling		FY 22/23	OTO	FY 22/23	FY 23/24	FY 24/25	Total
LED Lighting Installation			\$3,000	\$3,000			
Painting & Repair walls			\$10,000	\$10,000			
Total Remodeling Cost			\$13,000	\$13,000			
Subcontractor/OTHERS	FY 21/22	FY 22/23			FY 23/24	FY 24/25	Total
One Time Rate Increase of \$0.735/meal in FY							
21/22 to compensate for significantly reduced project income.	\$156,872						\$156,872
One time increase of \$0.75/meal in FY 23/24 to							
compensate for the significantly reuced project inccome					\$177,660		\$177,660
inceome					ψ177,000		ψ177,000
Total Subcontractor Cost	\$156,872				\$177,660		\$334,532
Total DAS Capital & Subcontractor Expenditure	\$456,528	\$174,300	\$179,000	\$353,300	\$177,660	\$16,811	\$1,004,299
Non DAS Capital Expenditure Equipment (Qty)		FY 22/23			FY 23/24	FY 24/25	Total
Walk-in Freezer/Refrigerator							
Exhaust Fan							
Total Equipment Cost							
Remodeling		FY 22/23			FY 23/24	FY 24/25	Total
Total Damadaling Cost							
Total Remodeling Cost	l					<u>l</u>	
Subcontractor		FY 22/23			FY 23/24	FY 24/25	Total
Total Cub contractor Cost							
Total Subcontractor Cost		I					
Total Non DAS Capital & Subcontractor Expenditure							
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$456,528	\$174,300	\$179,000	\$353,300	\$177,660	\$16,811	\$1,004,299
HSA #4							10/25/2016
							-::-

Program: Home-delivered meals for (X) older adult	ts, () adults with disabilities or	() emergency						Арр	endix B-4, Page 5
(Same as Line 11 on HSA #1)									1/23/2025
			NCQA Expend	diture Detail					
DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	OTO FY24/25	FY 24/25	Total
Menu planning and nutrition analysis	\$673.64 /set	2.00	\$1,347	\$1,347	\$1,347	\$1,347		\$1,347	\$5,388
Kitchen and food service monitoring	\$630.17	4.00	\$2,521	\$2,521	\$2,521	\$2,521		\$2,521	\$10,084
HDM Route Monitoring	\$389.53 /route	36.00	\$14,023	\$14,023	\$14,023	\$14,023		\$14,023	\$56,092
Nutrition education	\$39.81	4.00	\$159	\$159	\$159	\$159		\$159	\$636
Nutrition counseling (optional)	/hour								
In-service training	\$79.82 /training	4.00	\$319	\$319	\$319	\$319		\$319	\$1,276
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$257.12 /assessment	1052.00	\$227,808	\$270,490	\$269,976	\$231,922	\$9,771	\$241,693	\$1,009,967
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment								
Total DAS NCQA Expenditure			\$246,177	\$288,859	\$288,345	\$250,291	\$9,771	\$260,062	\$1,083,443
-		·							
Non Bas Nosa Europa d'Anna	11-2	11-24			1				T.4.1
Non DAS NCQA Expenditure	Unit price	Unit						+	Total
Menu planning and nutrition analysis	/set								
Kitchen and food service monitoring	I							+	
HDM Route Monitoring	/route								
Nutrition education									
Nutrition counseling (optional)	/hour								
In-service training	/training								
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	/assessment								
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment								
Total Non DAS NCQA Expenditure									
			<u> </u>	<u> </u>				1	
				T					
Total DAS and Non DAS NCQA Expenditure			\$246,177	\$288,859					\$1,083,443
HSA #4									10/25/2016

Department of Description for Mutrition Comp	Disability and Aging Se	rvices (DAS) ce (NCQA) Units of Service
NCQA Service Unit	Frequency Guideline	Description
Menu Planning & Nutrient Analysis	2 x per year or as	Menu planning is the development of a menu cycle that adheres to the nutrition requirements of meals as
	otherwise approved by DAS	well as DAS OCP and CDA menu standards as amended. A RD conducts the nutrient analysis and the analysis will demonstrate adherence to the menu standards and nutrition requirements of meals. Menu planning should be culturally responsive and in accordance with the most current DAS OCP and CDA
		menu guidelines. The menu cycle will be a minimum of five weeks unless otherwise approved by DAS ODF The menu cycle and nutrient analysis must be submitted to ODF for approval at least one month prior to use. The purpose of the nutrient analysis is to determine if daily meals and weekly menus comply with the nutrition requirements. Each meal provided through congregate and home-derived meal programs shall ashers to the current Dietary Guidelines for Americans (DAA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). C2 CCTR Section 7835.5) The nutrient analysis will evaluate at least two weeks in a menu cycle and include, at minimum, the target nutrients outlined in the most current DAS ODF policy memorandum for nutrition program standards (CDF M4.2) The target nutrients include calories, profession, visition in the complex of the c
		1 unit = a menu cycle with a nutrient analysis
HACCP Kitchen & Food Service Monitoring for Congregate Meal Programs	4 x per year, quarterly	A registered dietilian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production-central kitchen, ensures that the kitchen has a current health inspection from the Environemental Health Division of the San Francisco Department of Public Health, and is in compliance with most recent CFRC: The HACCP safety and sanitation monitoring will address flood safety froughout the food service process from procurement, preparation, transporting and serving of meals. The RD also reviews flood service documentation including, but not limited to, the quarterly congregate site monitoring reports, quarterly nutrition education documentation, monthly menus, substitutions logs, and in-service training for nutrition saff (paid or volunterly. The RD will document and submit a report to the approva of DCP within two weeks of the monitoring vist. Meal programs with more than one production kitchen will have additional monitoring units as approved by DAS. The DW will also provide etchnical assistance and inservice training as needed to ensure ongoing compliance and as corrective action to findings. 1 unit = 1 monitoring session completed
HACCP Kitchen & Food Service Monitoring for HDM Programs	4 x per vear, quarterly	A registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of
TACCI TICLIER & LOC Centre monitoring to FLOW Figures	a per year, quarterly	the production/central kitchen, ensures that the kitchen has a current health inspection from the Environmental Health Division of the Son Francisco Department of Public Health, and is in compliance with the most recent CRFC. The HACCP safely and sanitation monitoring will address food safely throughout the food service process from procurement, preparation, transporting and delivery of meals. The RD size reviews food service documentation including, but not limited to HDM rade monitoring reports, HDM temerature checks, quarterly nutrition deviation documentation, monthly menus, substitutions logs, and in- service training for nutrition staff (paid or voluntere). The RD will document and submit a report to the agency and CDCP within two weeks of the monitoring visit. Meal programs with more than one production kitchen will have additional monitoring units as approved by DAS. The RD will also provide technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.
Congregate Site Monitoring	4 x per year per site, quarterly	Observation of meal service at a congregate meal site and review of onsite meal and food service records in
	quarterly	accordance with CCP policy memorands. Staff will document the results of the monitoring and submit a report to the agency and CCP within two weeks of the monitoring wish. Site monitoring will be conducted by a qualified staff member, who at minimum is trained by either a food safety manager or RD. Site monitoring also includes the provision of technical assistance and in-service training as needed to ensure
		ongoing compliance and as corrective action to findings.
		1 unit = 1 monitoring session completed
HDM Route Monitoring	2x per year per route	Review FIDM system including but not limited to the packing, transporting, and delivery of meals. Staff will document the results of the monitoring and submit report to the agency within two veels of the monitoring. HDM route monitorings will be conducted by a qualified staff member, who at minimum is trained by either a tood safety manager or RD. Route monitoring also includes the provision of technical assistance and in-service training as needed to
		ensure ongoing compliance and as corrective action to findings. 1 unit = 1 HDM route monitoring session completed
Nutrition Education for Congregate Meal Programs	4 x per year, quarterly	Informing recipients of coopregate meals about current nutrition facts and information, which will premote improved foot election, realing halfs, nutrition, health promotion, and disease prevention practices. A yearly written nutrition education plan developed by an RD shall be imprimented, monitored, and kept on file by the grantee and submitted to DAS for review. (22 CCR Sec. 7530 & 7538.11)
		Proper a minimum of four nutrition education lesson plans and implement at each congregate meal site on a quarterly basis. Nutrition education may include, but is not limited to, informing consumers about current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Nutrition education for congregate sites is defined as demonstrations, audiovisual preventations, fectures, or small group discussions. Dietlet's students, interns, or technicians may provide nutrition education when an RD has provided input, reviewed, and approved the content of nutrition education prior to the presentation. A nutrition presentation will be at minimum 30 minutes per session.
		1 unit = 1 session
Nutrition Education for Home Delivered Meal Programs	4 x per year, quarterly	Informing recipients of home-delivered meals about current nutrition facts and information, which will promote improved food selection, estimp habits, nutrition, health promotion, and disease prevention practices. A yearly written nutrition education plan developed by an RD shall be implimented, monitored, and kept on file by the grantee and submitted to DAS for review. (22 CCR Sec. 7630 & 7638.11)
		Devetop and distribute nutrition education materials for HDM clients on a quarterly basis. Nutrition education may include, but it no filmed to, informing consumes about current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. For HDM meal providers who also have a congregate meal program, materials provided to congregate meal clients may also be distributed to HDM clients to meet the requirement.
Multilian Court For College	Variable/	1 unit = 1 set material per distribution
Nutrition Counseling (optional)	Variable/as needed	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, detay intibac, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (22 CCR Sec. 7630)
In-service Training for Nutrition Program Staff, including Food Service and Delivery Workers	4 v per veer mode to	
nroenvoe training ou required requal soun, including Food Service and Delivery Workers	→ x per year, quarterly	A yearly written in-service training plan for rutrition program staff and volunteers shall be developed, implemented, mornitored, and kept on file by the grantee and submitted to DAS for review. The RD shall review and approve the yearly plan and the nutrition in-service training content prior to the presentation. A minimum of four (4) hours of training shall be provide annually by the grantee for both congregate and home- delivered meal programs. 1 unit = 1 hour in-service training provided
HDM Assessment for ENP/C2 Nutrition Program (Initial and Annual)	Within 2-weeks of consumer receiving a meal and annually thereafter	An assessment conducted by a qualified staff member within two weeks of roceiving a meal and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (22 CCR Sec. 7638.3)
Appeal Accessment for UNLD	A	1 unit = 1 HDM assessment
Annual Assessment for HDM Program for Adults with Disabilities (optional*) "A nutrition provider may opt out of conducting annual assessments for consumers participating in their HDM program for adults with disabilities. In this case, DAS will assign the NCQA annual assessment service for all of the consumers participating in the agency's HDM program for adults with disabilities to another organization.	Annually	An assessment conducted annually by a qualified staff member that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services.
		1 unit = 1 annual assessment

		AP	PENDIX F-1-ANNUAI	L SITE CHART - HO	ME-DELIVERED ME	EALS	OFFICE OF (COMMUNITY PART	NERSHIPS	
AGENOV	Self-Help for the Eld	larly.								
	<u> </u>									
MAILING ADDRESS:	731 Sansome Stree	t, Suite 100, San Fra	incisco, CA 94111							
DIRECTOR:	Karen Lam			EMAIL:		karenl@selfhelpelde	<u>rly.org</u>	PHONE NO.:	(415) 677-7503	
PROGRAM MANAGER:	Stephen Ngan			EMAIL:		stephenn@selfhelpe	elderly.org	PHONE NO.:	(415) 677-7580	
		•								
DM Program Type (ENP or AWD)	ENP	ENP								
ame of Delivery Route (e.g. Route 1, oute B, Excelsior Route, etc.)	H1, J2	J5, J7	J1, J3	J6	H1, H2	B1, C1	A3, B2, C2	S1, S3, S9	S5, S7	S2, S4, S10
ddress and Zip (where meals are roduced and/or packed)	1555 Burke Ave, Unit D	1555 Burke Av Unit D								
de au a Manada au	SF, CA 94124	SF, CA 9412								
hone Number Iternate Phone Number	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-758
internate Phone Number	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-75 (415) 677-75 (415) 677-76								
eighborhood/ Geographic Delivery ervice Area			Richmond, Seacliff, Cole			Chinatown, North Beach, Nob Hill, Russian	Chinatown, North Beach, Nob Hill,			
	Richmond, Seacliff	Richmond, Seacliff	Valley	Richmond, Seacliff	Marina	Hill	Russian Hill	Sunset	Sunset	Sunset
upervisorial District #	1	1	1	1	2	3	3	4	4	4
ip Codes Served						94102, 94103, 94108,	94102, 94103, 94108,			
leal Delivery Days	94118, 94121 x Mon Tues	94118, 94121 x Mon Tues	94117, 94118, 94121 Mon x Tues	94118, 94121 Mon x Tues	94109, 94129, 94123 x Mon x Tues	94109, 94111, 94133 x Mon Tues	94109, 94111, 94133 Mon x Tues	94116, 94122 x Mon Tues	94116, 94122 x Mon Tues	94116, 9412 Mon x 7
ear Derivery Days	Wed x Thurs	Wed x Thurs	Wed Thurs	Wed Thurs	x Wed x Thurs	Wed x Thurs	Wed Thurs	Wed x Thurs	Wed x Thurs	Wed Th
	X Thuis			<u>vved muis</u>	x vved x muis		<u>wed mas</u>	wed x mais		
	Fri Sat	<u>Fri Sat</u>	x Fri Sat	<u>x Fri Sat</u>	x Fri Sat	<u>Fri Sat</u>	x Fri Sat	<u>Fri Sat</u>	<u>Fri Sat</u>	x Fri
	<u>Sun</u>	<u>Sun</u>	<u>Sun</u>	<u>Sun</u>	Sun	<u>Sun</u>	Sun	Sun	Sun	Sun
ffice Hours	9:00 am - 5:00 pm	9:00 am - 5:00								
ype of Meal (hot, chill or frozen) IET Type (Regular, Vegetarian, Modified- pecify, e.g. Diabetic)	Hot Regular	Frozen Regular	Hot Regular	Frozen Regular	Hot Regular	Hot Regular	Hot Regular	Hot Regular	Frozen Regular	Hot Regular
uisine Type (Select from list)	Chinese	Chinese								
Unduplicated Consumers	60	65	70	25	25	50	50	85	40	110
laximum # of consumers served on oute/delivery day	63	68	74	25	25	52	53	90	41	115
lumber of Meals on Route	13,100	14,700	15,900	5,600	4,100	11,100	12,000	19,500	9,000	24,000
nnual # Comprehensive Assessment nits										
nnual # Nutrition Counseling HOURS nnual # Nutrition Counseling SESSIONS										
Annual # Unduplicated Nutrition Counseling Consumers										
# Service Days (7/1/2024-6/30/2025)	249	249	249	249	249	249	249	249	249	249
verage # meals per day	55	61	66	23	17	47	49	81	38	101

ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP
S6, S8	A1, A3, C6	H2	A1	A2	A4	K2, S1	K5, S7	K1, S2	D	D	K5	L1
1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,
Unit D	Unit D	Unit D	Unit D	Unit D	Unit D	Unit D	Unit D	Unit D	Unit D	Unit D	Unit D	Unit D
SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124
(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580
(415) 677-7578	(415) 677-7578	(415) 677-7578	(415) 677-7578	(415) 677-7578	(415) 677-7578	(415) 677-7578	(415) 677-7578	(415) 677-7578	(415) 677-7578	(415) 677-7578	(415) 677-7578	(415) 677-7578
(415) 677-7582	(415) 677-7582	(415) 677-7582	(415) 677-7582	(415) 677-7582	(415) 677-7582	(415) 677-7582	(415) 677-7582	(415) 677-7582	(415) 677-7582	(415) 677-7582	(415) 677-7582	(415) 677-7582
(415) 677-7615	(415) 677-7615	(415) 677-7615	(415) 677-7615	(415) 677-7615	(415) 677-7615	(415) 677-7615	(415) 677-7615	(415) 677-7615	(415) 677-7615	(415) 677-7615	(415) 677-7615	(415) 677-7615
	Tenderloin, Western	Tenderloin, Western				Inner Sunset,	Inner Sunset,	Inner Sunset,	Inner Sunset,			
	Addition, Japantown,	Addition, Japantown,	South of Market,	South of Market,	South of Market,	Ingleside,	Ingleside,	Ingleside,	Ingleside,			
Sunset	Haight Ashbury	Haight Ashbury	Mission Bay	Mission Bay	Mission Bay	Stonetown	Stonetown	Stonetown	Stonetown	Noe Valley	Noe Valley	Portola
4	5	5	6	6	6	7	7	7	7	8	8	9
						94122, 94116,	94122, 94116,	94122, 94116,	94122, 94116,			
94116, 94122	94102, 94109, 94115	94102, 94109, 94115	94103, 94107	94107, 94158	94107, 94158	94112, 94132	94112	94112, 94132	94112	94116, 94122	94116, 94122	94134
Mon x Tues	Mon x Tues	x Mon Tues	Mon x Tues	x Mon Tues	Mon x Tues	x Mon Tues	x Mon Tues	Mon x Tues	Mon x Tues	Mon x Tues	x Mon Tues	<u>x Mon Tues</u>
10/ 1 7	10/ L TI)A/ T	14/ 1 71	14/ L TI	10/ L TI	14/ L TI	14/ L TI	10/ L TI	10/ L TI) A () T)	10/ 1 71	14/ L TI
Wed Thurs	Wed Thurs	Wed x Thurs	Wed Thurs	Wed x Thurs	Wed Thurs	Wed x Thurs	Wed x Thurs	Wed Thurs	Wed Thurs	Wed Thurs	Wed x Thurs	Wed x Thurs
x Fri Sat	x Fri Sat	Fri Sat	x Fri Sat	Fri Sat	x Fri Sat	Fri Sat	Fri Sat	x Fri Sat	x Fri Sat	x Fri Sat	Fri Sat	Fri Sat
Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun
9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm
Frozen	Hot	Hot	Hot	Hot	Frozen	Hot	Frozen	Hot	Frozen	Frozen	Frozen	Hot
Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese
50	55	10	10	25	15	35	10	10	5	5	5	15
52	58	10	10	25	15	35	10	10	5	5	5	15
11,500	13,000	2,000	1,700	5,300	3,400	7,700	2,405	1,700	1,000	1,000	1,000	2,650
240	240	240	240	240	240	240	240	240	240	240	240	040
249 47	249 53	249 8	249 7	249 22	249	249 32	249	249	249 4	249	249	249
41	ექ	ď	1		14	32	10	/	4	4	4	11

						Total # o
ENP	ENP	ENP	ENP	ENP	ENP	Delivery Routes
D, K6	L1	К6	K2, L	K5	K1	33
1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	1555 Burke Ave,	
Unit D	Unit D	Unit D	Unit D	Unit D	Unit D	
SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	
(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	
(415) 677-7578	(415) 677-7578	(415) 677-7578	(415) 677-7578	(415) 677-7578	(415) 677-7578	
(415) 677-7582	(415) 677-7582	(415) 677-7582	(415) 677-7582	(415) 677-7582	(415) 677-7582	
(415) 677-7615	(415) 677-7615	(415) 677-7615	(415) 677-7615	(415) 677-7615	(415) 677-7615	
Portola	Bayview	Bayview	Excelsior	Excelsior	Excelsior	
9	10	10	11	11	11	
94110, 94134	94124, 94134	94124, 94134	94112, 94132	94112, 94132	94112, 94132	
Mon x Tues	<u>x Mon Tues</u>	Mon x Tues	<u>x Mon Tues</u>	x Mon Tues	Mon x Tues	
Wed Thurs	Wed x Thurs	Wed Thurs	Wed x Thurs	Wed x Thurs	Wed Thurs	
x Fri Sat	Fri Sat	x Fri Sat	Fri Sat	Fri Sat	x Fri Sat	
Sun	<u>Sun</u>	Sun_	Sun	<u>Sun</u>	Sun	
9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	
Frozen	Hot	Frozen	Hot	Frozen	Hot	
Regular	Regular	Regular	Regular	Regular	Regular	
Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	
15	10	10	25	25	25	940
15	10	10	25	25	25	971
2,650	2,150	2,700	5,500	4,800	5,503	206,65
						0
						0
						0
						0
249	249	249	249	249	249	249
11	9	11	23	20	23	858